StarOffice

Getting Started

Version 5.0

Do Everything in One Place

STARDIVISION

Make YOUR ideas work!

Getting Started

StarOffice 5.0

Star Division Corp.

Copyrights and Trademarks

IBM-PC-DOS, VGA, SAA, OS/2 are registered trademarks of International Business Machines Corp. MS-DOS, MS-Windows, Windows-NT, Windows 95, Windows 98, MS-Word, Word for Windows, Visual Basic, Visual Basic for Applications, ODBC and OLE are registered trademarks of Microsoft Corp. WordStar is a registered trademark of WordStar International Corp. Borland, Quattro and dBase are registered trademarks of the Borland Corp. Lotus 1-2-3 is a registered trademark of the Lotus Development Corp. PC Paintbrush is a registered trademark of the Z-Soft Corp. AutoCad is a registered trademark of the Autodesk Corp. WordPerfect is a registered trademark of the Corel Corporation. PostScript is a registered trademark of Adobe Systems Inc. Laserjet is a registered trademark of the Hewlett Packard Corp. Corel Ventura is a registered trademark of the Corel Corporation. The GIF-Format (Graphics Interchange Format) as well as the name Compuserve are registered trademarks of CompuServe Incorporated. Btrieve, Netware and Novell are registered trademarks of Novell Inc. Oracle is a registered trademark of the Oracle Corporation. Q+E is a registered trademark of the Pioneer Software Systems Corporation. X-Printer is a registered trademark of Bristol Technology Inc. JRE (Java Runtime Environment) and Solaris are registered trademarks of Sun Microsystems Inc. SPARC is a registered trademark of SPARC International Inc. AIX is a trademark of the IBM Corp. HP-UX is a registered trademark of the Hewlett Packard Corp. Irix and SGI are registered trademarks of Silicon Graphics Inc. SCO is a registered trademark of The Santa Cruz Operation Inc. UNIX is a registered trademark, which is solely licensed in the United States, and in other countries, by X/Open Company Ltd. Motiv is a registered trademark of Open Software Foundation Inc. Sinix is a registered trademark of Siemens Nixdorf Informationssysteme GmbH. X Window System is a trademark of X Consortium Inc. PCD is a registered trademark of the Eastman Kodak Corporation. "Netscape, Netscape Navigator, and the Netscape logo are registered trademarks of Netscape Communications Corporation in the United States and other countries. LiveConnect and Netcape Navigator Gold are also trademarks of Netscape Communications Corporation, which may be registered in other countries." - "R:BASE Technologies, Inc has licensed Oterro to Star Division. Oterro is a registered trademark of R:BASE Technologies, Inc. R:BASE Technologies, Inc accepts no liability for Star Division products." The copyright for the Import and Export filters used in this program resides with the Independent JPEG-Group and Star Division. The copyright for the provided clipart resides with Management Graphics. The SUN Microsystems Inc. JRE (Java Runtime Environment) for OS/2 is exclusively licensed for owners of an IBM OS/2 license.

Exclusively for vCard and vCalendar the following statement is made: (C) Copyright 1996 Apple Computer, Inc., AT&T Corp., International Business Machines Corporation and Siemens Rolm Communications Inc. For purposes of this license notice, the term Licensors shall mean, collectively, Apple Computer, Inc., AT&T Corp., International Business Machines Corporation and Siemens Rolm Communications Inc. The term Licensor shall mean any of the Licensors. Subject to acceptance of the following conditions, permission is hereby granted by Licensors without the need for written agreement and without license or royalty fees, to use, copy, modify and distribute this software for any purpose. The above copyright notice and the following four paragraphs must be reproduced in all copies of this software and any software including this software. THIS SOFTWARE IS PROVIDED ON AN "AS IS" BASIS AND NO LICENSOR SHALL HAVE ANY OBLIGATION TO PROVIDE MAINTENANCE, SUPPORT, UPDATES, ENHANCEMENTS OR MODIFICATIONS. IN NO EVENT SHALL ANY LICENSOR BE LIABLE TO ANY PARTY FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE USE OF THIS SOFTWARE EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. EACH LICENSOR SPECIFICALLY DISCLAIMS ANY WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF NONINFRINGEMENT OR THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. The software is provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the government are subject to restrictions set forth in DFARS 252.227-7013 or 48 CFR 52.227-19, as applicable.

All additional names of programs, fonts, etc, mentioned in this User's Guide are considered registered trademarks of the manufacturing company and are prohibited from being used commercially or otherwise. Errors excepted.

Copyright © 1989-1998 by: Star Division Corporation
6515 Dumbarton Circle
Fremont, CA 94555

All rights reserved. No part of this User's Guide or the accompanying programs may be reproduced in any form (print, photocopy, or other medium) without the express written authorization of Star Division. We shall prosecute all who make illegal copies of this program using every available mean at our disposal. The customer is the owner of the program (User's Guide and data media). In regard to errors in the program or any damage incurred though usage of the program, Star Division cannot accept any responsibility. In the event that an error is discovered, Star Division will attempt to correct it in the quickest possible time. This program may be used only in accordance with the attached license agreement.

Table of Contents

User's Guide related notes........1

Introduction to StarOffice and the Help System........2

Starting StarOffice........2

The StarOffice Desktop........3

Overview of the Screen Elements........3

The Screen Elements........5

Task-Oriented Work with StarDesktop........10

Working with StarDesktop........11
Setting up and Managing Projects........12
Adapting the Look & Feel of Your Operating System........15

Using the StarOffice Functions........16

Opening a Text Document........17
Opening a Spreadsheet........18
Writing a New E-mail Message........19
Creating a New Presentation........19
Creating a New Drawing........19
Creating a New HTML Document........19
Using the Database Functions........19
Working with a Frameset........20
Creating a New Master Document........20
Creating a Chart........20
Editing an Image........20
Creating a Formula........21
Creating New Documents with Templates........21
Managing Events and Tasks........21
Adapting the Start Menu........21

Working with Windows and Toolbars in StarOffice........22

Displaying and Hiding the Explorer, Beamer etc........23
Docking Windows........23
Enlarging and Reducing Docked Windows........24
The Floating Toolbars........25
Configuring the Interface........27

The Explorer Components....28

Explorer und Beamer....28
Explorer....30
Database (Address Book)....31
Workplace....33
Folders....33
Bookmarks....35
Gallery....36
StarSchedule....37
StarMail....37
StarDiscussion....38
FTP Servers....40
Subscriptions....42

Basics for Text Documents....43

Basics for Working with Text....43

Entering New Text....43
Inserting Text....44
The Direct Cursor....45
Correcting Typing Errors....45

Saving and Opening Documents....46

Printing Documents....46

Printing Several Pages to a Sheet....47
Printing Brochures....48
Additional Printing Functions....48

The Toolbars....49

Creating Text with or without Styles....50

Hard or Soft Formatting....50
Using Styles in StarOffice....51
The Styles in the Stylist....51
Advantages of the Stylist....55
The Standard Template....56
Organizing Document Templates on the Desktop....57

The Navigator....58

Jumping to a Specific Page....59
Moving among objects in text....59

Moving between Reminders..........60
Other Navigator Features..........60

Arranging Windows on the Screen..........61

The Spellcheck Function..........62

Starting the Spellcheck..........63
How to exclude text from spellchecking..........63

Search and Replace..........64

Searching for a Word in Text..........64
Searching Only for Whole Words..........65
Match Case..........65
Regular Expressions..........65
Searching Backward..........65
Current Selection Only..........66
Search for Styles..........66
Attributes..........66
Search for Specific Formats..........67
Similarity Search..........67

Using Automatic Functions..........68

Creating a Letter Template with the AutoPilot..........68
Using AutoCorrect and AutoFormat..........69
Using Text Blocks with AutoText..........71

Drawing Frames and Lines, Slanting Text..........73

How to Insert a Text Frame..........73
How to Draw Lines in Text..........77
How to Rotate Text..........78

Basics for Spreadsheets..........81

The Structure of a Spreadsheet..........81

Rows and Columns..........82
Multiple Sheets in a Document..........83

Values and Formulas as Contents of a Cell..........84

What Can a Cell Contain?..........86

Text..........86
Numbers..........86

Dates and Times....87
Formulas....88
Notes....89

How Can Cells Be Addressed?....89

Relative Addressing....89
Absolute Addressing....89
When to Use Relative or Absolute References....90
Addressing with Area Names....91
Automatic Addressing....91
Cursor Positioning via the Keyboard....92

Using References in Formulas....93

Automatic Fill....95

Using Custom Lists....95
Automatic Calculation of Series....95

Formatting Sheets....96

Formatting Numbers....96
Formatting Cells and Sheets....97
Conditional Formatting....98

AutoFormat for Tables....98

Tables in Text Documents....99

Working with Multiple Sheets....99

Displaying Multiple Sheets....100
Working with Multiple Sheets....100

Database Functions in StarCalc....101

How to Import an Existing Database into a Sheet....101
Defining a Data Area....104
Sorting a Database....106
Filtering Data....107
Grouping Data and Calculating Subtotals....108

Layout in Tables and Sheets....109

Creating Structured Spreadsheets....109
Preparing Tables in Text Documents....111

Working with Charts....114

Basics for Drawings and Graphics..119

Vector Graphics and Pixel Graphics..119

Drawing Rectangles and Ellipses..120

Sizing Handles..121
Changing the Order of Objects..122
Aligning Objects..122
Drawing Sectors and Segments..123

Drawing and Editing Curves..124

Drawing All Kinds of Curves..124
Editing a Curve..126

Working with Objects..128

Duplicating an Object..128
Morphing between Two Objects..129
Working with Object Groups..130

Working with Colors..132

The Color Bar..132
Custom Colors..132
Loading and Saving Color Palettes..134
Loading Color Palettes, Color Gradients and Hatches..134

Gradients and Patterns for Objects and Backgrounds..135

Working with Color Gradients..135
Organizing the Attribute Lists..137
Working with Hatches and Bitmaps..137
Defining a Background Color..139

Working with Presentations..141

A Simple Presentation..141

Creating Slides for a Simple Presentation..141
Arranging Slides with Slide Sort View..143
Slide Show Effects..144
Showing a Presentation..144

Printing and Exporting Graphics..144

Printing a Presentation Slide..144

Exporting a Presentation to a File....146
Exchanging Data with the Clipboard....147

Planning Ahead with StarSchedule....149

Scheduling your Tasks in StarSchedule....150

How to Edit an Appointment....151
How Days and Weeks Appear in the Event Window....152
Drag & drop in the Event window....153

Organizing Tasks in StarSchedule....153

View options in the task window....154
Details section for tasks....154

Working with StarBase....155

StarBase: Glossary....155

Address Book Used as a Database....156

Editing the address book as a database table....156

Printing the Address Book Contents....157

Creating a hardcopy of the address book contents....157

Creating a new Database and Table....158

Database Definition in the StarBase File Format....158
How to Create a Database in the dBase Format....159
Creating a new How to Create a New Table in an existing Database....160
How to process data in the new table....163

Creating Forms....165

How to create a new form....165
How to insert data in your new form....168

Creating Reports....169

How to Create a New Report....169
How to edit an already existing report....173

User's Guide related notes

This user's guide will introduce you to the various functions and features offered by StarOffice. With the help of this manual, you will quickly become familiar with the StarOffice applications and in next to no time, you will be able to use the most important functions, so you can get started right away.

This guide is written for users who are already familiar with the basic operation of a computer. This includes turning the computer on and off, and general operating system functions such as starting and ending programs as well as opening and closing documents.

All the topics in the user's guide can also be found in the StarOffice Help. Any changes made to the program after printing this guide will be taken into account in the program help, and correspondingly updated.

This guide and the StarOffice Help describe all the functions available in the Windows version of StarOffice. Depending on the operating system used, some functions may be limited. Therefore, if the functions described here or in the StarOffice Help are not available, this is not a program error, but rather a system-dependent limitation based on the platform you are using.

As you can see, the same symbols appear in the User's Guide as in the StarOffice Help. A light bulb at the margin is used to draw your attention to additional useful information. A pushpin symbol next to the paragraph is a tip that offers an alternative solution for a question or similar information. And all paragraphs marked with a red x should be read carefully, as they contain especially important imformation.

Introduction to StarOffice and the Help System

The User's Guide is geared especially towards beginners and contains descriptions of the StarOffice user interface and basic commands, and an introduction to the most common functions.

As a new StarOffice user you should activate the Extended Tips. If you rest the mouse pointer on screen element for a moment, a short description is displayed. Turn on the Extended Tips by selecting this item from the Help menu. A check mark will appear next to the command to indicate the function is activated. Click again on the command to deactivate the Extended Tips and remove the check mark.

Help Agent

Additional Help is available via the Help Agent, which is automatically activated for "complex" dialogs. It can be turned on and off at any time by clicking its icon in the Function bar.

Starting StarOffice

The following steps describe where to find StarOffice on your computer and how to start the program.

After having installed StarOffice, a new program group for StarOffice is created in your system.

From Windows 95/98 or Windows NT 4.0, open the Start menu and click Programs. You will see a list of programs and program groups. One of these program groups is StarOffice 5.0.

Open the StarOffice 5.0 group. You will find the setup program here as well as the entry which starts StarOffice 5.0. Use the StarOffice Setup program, for example, if you want to install additional components.

> You can also use the StarOffice Setup program if you need to reinitialize inadvertently destroyed entries in the Windows 95/98 or Windows NT registry.

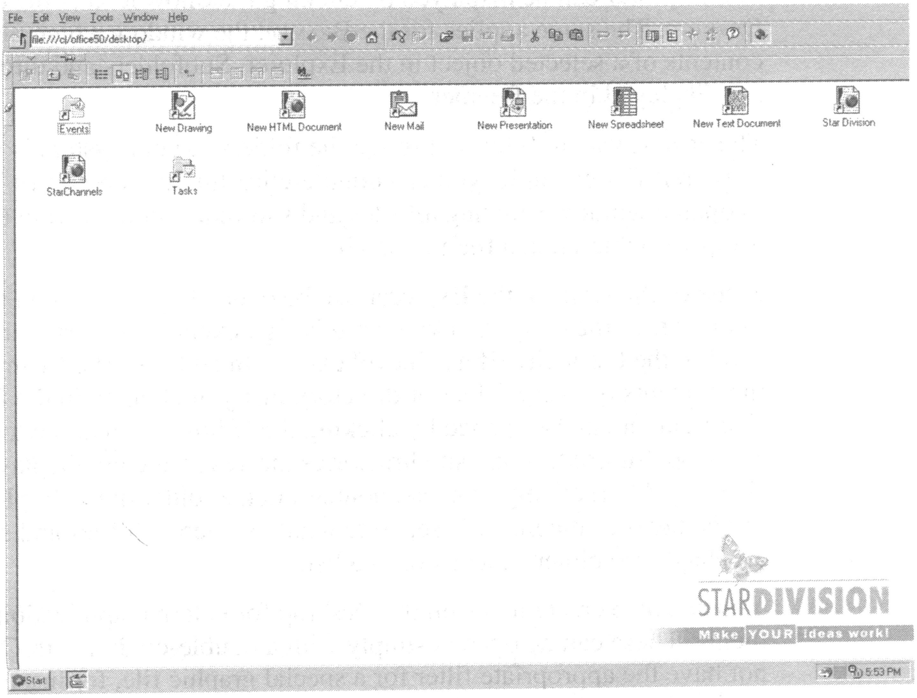
Click StarOffice 5.0 to start the program.

The StarOffice Desktop

Here you will find some general tips for working with the integrated StarOffice, which focuses less on individual applications than on the goals that you want to achieve. You will get an overview of the components that make up the StarOffice interface, a description of how to use them, and a quick glance at the objects in the StarOffice Explorer window.

Overview of the Screen Elements

After starting StarOffice you will see the components of the StarOffice interface on the screen. This consists of various windows, menus, and task bars as well as several toolbars. Your view may be similar to the one shown here:


File Edit View Tools Window Help
file:///c|/office50/desktop/
Events
New Drawing
New HTML Document
New Mail
New Presentation
New Spreadsheet
New Text Document
Star Division
StarChannels
Tasks
STARDIVISION
Make YOUR ideas work!
Start
5:53 PM

In the work area, you will see the contents of the Desktop. At the top you will find the menu bar and the Function bar with the corresponding icons, and at the bottom the task bar.

At the left of the Desktop you can display the Explorer, if desired, and at the top, the Beamer. Your main work area is always the Desktop, the central component of StarDesktop.

The icons at the edge of the Desktop are used to show the Explorer and Beamer as floating windows. You can also display these as pop-up windows instead. A detailed explanation follows below.

Your main work area is always the Desktop, which displays the same icons as on the corresponding desktop of your operating system. Accordingly, the task bar shows the same icons as in the corresponding bar of your operating system. In addition, you also have the extended functionality of StarOffice. For example, you can simply double-click the clock in the task bar to display StarSchedule or a calendar.

The Explorer can be displayed by clicking the Show icon at the edge of the Desktop. The same applies for the BEAMER, the window which displays the contents of a selected object in the Explorer. Subfolders and directories are not displayed in the Beamer.

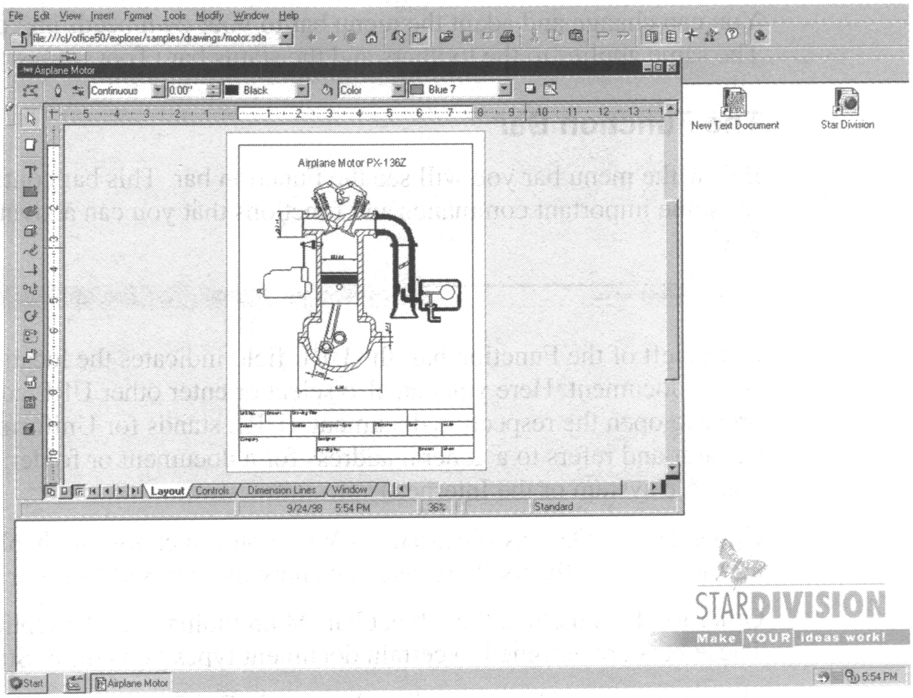
The easiest way to browse through the folders in your system is via the Explorer. For example, you can double-click the Explorer entry "Samples" to open a window showing all files and subfolders contained in this folder. Simply double-click a file to open it.

Some of the icons in the Explorer can be opened by clicking on the plus sign to the left of the entry. Clicking on this sign expands the first subordinate level in the hierarchy (if a sublevel exists). In addition, the Beamer displays the contents of every folder or directory that you click on in the Explorer. The Beamer can be opened by clicking the "Show" icon at the top of the Desktop. Subfolders and subdirectories, however, are not displayed in the Beamer. Alternatively, you can double-click a folder in the Explorer in order to display the contents in a separate window. Here, all files and subfolders are displayed either as icons or in a list.

You can also create icons on the Desktop for external applications and documents. These can be opened simply with a double-click. If StarOffice does not have the appropriate filter for a special graphic file, for instance, the application connected to this document type starts automatically, and loads the document.

The Screen Elements

The following describes the elements of the StarDesktop that are visible on your screen.


File Edit View Insert Format Tools Modify Window Help
file:///c|/office50/explorer/samples/drawings/motor.sda
Airplane Motor
Continuous
0.00"
Black
Color
Blue 7
Airplane Motor PX-136Z
Layout
Controls
Dimension Lines
Window
9/24/98 5:54 PM
36%
Standard
New Text Document
Star Division
STARDIVISION
Make YOUR ideas work!
Start
Airplane Motor
5:54 PM

The Title Bar

If you do not wish the StarDesktop to be integrated as your operating system's dektop, you will see StarOffice with a Title bar as usually. To switch from the integrated to the non-integrated Desktop, you can use the VIEW - INTEGRATED DESKTOP menu.

The Menu Bar

The top bar is the menu bar. Point to a menu with the mouse and press the left mouse button. The menu will open and you can select an item from the submenu.

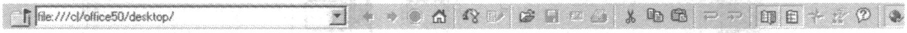
File Edit View Tools Window Help

The menus are ordered according to their basic functions. In the EDIT menu you will find functions necessary for editing a document (Copy and Paste, Cut, Undo, and so on). The VIEW menu contains functions with which you can control your view of a document and other on-screen elements.

You can change and adapt the menu bar to your own needs and preferences. The same applies to the toolbars and the status bar (TOOLS - CONFIGURE).

The Function Bar

Below the menu bar you will see the Function bar. This bar contains icons for some important commands and functions that you can activate in StarOffice.



file:///c|/office50/desktop/

At the left of the Function bar, the URL field indicates the location of the active document. Here you can also select or enter other URL addresses in order to open the respective document. (URL stands for Uniform Resource Locator and refers to a general address for a document or folder, either in your file system or the Internet.)

Under TOOLS - OPTIONS - GENERAL... - VIEW you can choose to display large or normal icons in the toolbars, and can show these raised (3-D) or flat.

Other toolbars include the Object bar, Main toolbar and the Option bar. These bars are assigned to certain document types you edit in StarOffice:

- ❒ For instance, when you edit a drawing in StarDraw, the toolbar contains the necessary editing and drawing tools.
- ❒ When editing a text document, the Text object bar contains functions for bold or italic font attributes, among others.
- ❒ If your cursor is positioned within a frame in a text document, a special Frame object bar is displayed. Here you can modify the frame properties, for example.

The environment in StarOffice (menu commands, context menus, toolbars, status bars, etc.) always adapts to the situation, i.e., depending on the type of object being edited.

The Desktop

After starting StarOffice, you will first see the StarDesktop. On the Desktop, your documents, folders, mails, etc. can be displayed in separate windows. If no document is open, the background of the Desktop is displayed (you can assign a color and/or background picture). Icons for documents, applications and other icons can be arranged on the Desktop.

Via the context menu of the icons on the Desktop, you can define several additional properties. Open a context menu by clicking the respective icon with the right mouse button (you may need to click the object first with the left mouse button in order to select it). If you use a mouse with only one button (Apple Macintosh), you can open the context menu by clicking while holding the (Ctrl) key. This can even be done without a mouse: simply press (Shift) (Ctrl)(F10).

If you open a document (or a folder in the Explorer via double-click), the document or folder appears in the Desktop. The Desktop may be partially or completely hidden from view in this case, though it is always active in the background. If you open a newsgroup or an e-mail account, the message is displayed in separate frames containing the relevant information. The Desktop returns to the background; to switch back to the Desktop view, click the Desktop icon in the task bar.

An active window is always displayed. The active window accepts keyboard input and can be a directory view or a document. If you have one or more documents open, click any button in the task bar to bring the respective document to the foreground and make it the active window.

The Desktop is always displayed when no other folder or document is open. If another document is open, simply click on the Desktop icon in the task bar to activate the Desktop view.

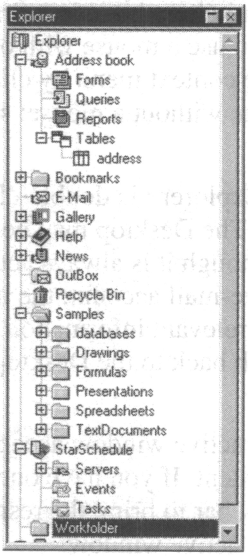
Document Windows

On the Desktop you can open document windows either in full size or as a "floating task," which is a freely positionable window. Each document is opened as a "task." In the task bar at the bottom of your screen a button will appear for each respective task. At the side of the document window and at the lower edge of the status bar you will find the toolbars required to edit the document.

The status bar displays various fields which show information corresponding to the type of active document. Some of these fields can be used to activate special functions, either by double-clicking or via the context menu. You can find detailed explanations in the StarOffice Help.

The Explorer

In the Explorer you can manage and organize all the available elements in StarOffice. The top entry in the window is the Explorer, under which all other entries are hierarchically ordered. The subordinate entries in the Explorer can be of various types.


Explorer
Explorer
Address book
Forms
Queries
Reports
Tables
address
Bookmarks
E-Mail
Gallery
Help
News
OutBox
Recycle Bin
Samples
databases
Drawings
Formulas
Presentations
Spreadsheets
TextDocuments
StarSchedule
Servers
Events
Tasks
Workfolder

The Address Book is a database integrated in StarOffice in dBase format. Under the Tables entry, click Address. A database table with a few sample address records will be displayed in the Beamer.

Double-click on the Workplace entry and you will see all currently available drives on the Desktop. You can also click the plus sign next to the Workplace entry in the Explorer to view this information in the Explorer.

The Bookmarks folder in the Explorer contains a number of bookmarks, which are links referring to pages in the Internet. You can later add your own bookmarks to this folder. It is even possible to create links to local folders or files on your hard disk or even to certain parts of these files.

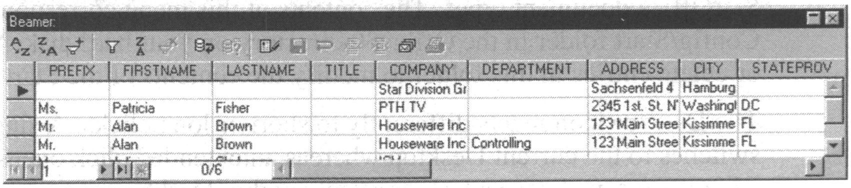
The Gallery is another component of the Explorer. In the Gallery you will find a variety of clipart arranged by theme. You can add your own themes to the Gallery, which may include pictures and even sounds.

Among the most important items in the Explorer are those that manage your e-mail, and your news and FTP servers. If you want to send news and e-mail messages, you first need to create an Outbox. Create these entries in the Explorer via the context menu.

The Explorer helps you manage your files and folders and provides an overview of all the drives, servers, and databases to which you have access. You can move files and other Explorer entries that you no longer need into the recycling bin where they will be stored until you explicitly choose to delete them. As long as you do not empty the recycling bin, you still have access to its contents.

The Beamer

In the middle, under the Function bar, you will see the Beamer window. If this window is not shown, click the SHOW icon at the top of the Desktop to make it visible. The Beamer shows the contents of a selected entry in the Explorer; whereby folders and directories are not displayed in the Beamer. However, you can use the Beamer to display the Gallery or Address book, for example.



PREFIX	FIRSTNAME	LASTNAME	TITLE	COMPANY	DEPARTMENT	ADDRESS	CITY	STATEPROV
				Star Division Gr		Sachsenfeld 4	Hamburg	
Ms.	Patricia	Fisher		PTH TV		2345 1st. St. N'	Washingt	DC
Mr.	Alan	Brown		Houseware Inc		123 Main Stree	Kissimme	FL
Mr.	Alan	Brown		Houseware Inc	Controlling	123 Main Stree	Kissimme	FL

You can open the Beamer by pressing the combination of (Shift) (Ctrl)) (B), and the Explorer using the combination (Shift) (Ctrl) (E).

If, for instance, a folder is marked in the Explorer, all files contained in it will be displayed in the Beamer. Double-click a StarOffice file in the Beamer to open it in the work area.

To open a file via the Beamer (or with the URL entry field in the Function bar or by double-clicking in a file window) without inadvertently closing the current document, hold down the (Ctrl) key while double-clicking. Alternatively, you can switch to the Desktop before opening the new document, since the Desktop can never be replaced by other documents. The Desktop should always be the point from which you begin new actions, such as opening a file.

The contents of the Beamer are determined by the type of Explorer entry selected. Depending on whether it is a database, a theme from the Gallery, or a folder, the corresponding contents (i.e., records, pictures or files) will be displayed in the Beamer.

The Task Bar

StarOffice now has a Task bar which displays all active tasks as icons. Click any icon in order to view and edit the active task. From left to right you see the START and DESKTOP icons followed by all StarOffice tasks and any other system tasks. On the right in the Task bar you see a task tray where, among other things, the e-mail indicator and the time of day are shown.

The zone between DESKTOP and Start button in the TASK BAR represent s the QUICKSTART BAR. It can be used to quickly start an application, open a document or folder etc. You can drag the respective object into that small zone to enable the feature.

The START icon opens a menu where you can choose from the various StarOffice document types. The contents of this menu correspond to the Config/Start folder in the Office50 directory on your hard disk. You can add or delete entries in this folder to modify the contents of the Start menu.

The DESKTOP icon reacts differently to short or long clicks. A single click switches to the current Desktop whereas an extended click opens a menu where you can choose a task or select another Desktop.

Via the context menus for the StarOffice tasks you can modify the current view. These commands are described in detail in the StarOffice Help.

Task-Oriented Work with StarDesktop

StarDesktop is the basis for your work in StarOffice. As the location where you perform all your tasks, it is a very important part of the StarOffice interface.

The StarDesktop is made up of the Desktop, the menu bar, the Function bar and the task bar. The display of the Explorer and Beamer are optional.

The Desktop cannot be closed like ordinary document windows and is always visible in the work area if you have no other files or windows open. If you open a new window, e.g. by double-clicking in the Explorer on the "Explorer" entry, the contents of the Explorer will be displayed.

StarDesktop displays the documents you're working on along with exactly those tools and functions that are appropriate for use with that document type. If you have opened a text document, for example, all tools (menu commands and icons in the toolbars) that you will need to edit text are provided. Likewise, appropriate functions are automatically provided for working with spreadsheets and presentations.

Each document on your desktop is represent by the respective button in the task bar. You can switch to a task by clicking its button. Clicking the same button twice or several time will minimize/restore the task.

In the normal display mode, the StarOffice window always displays the icons and status information for the current document window. If you have defined the document window as a separate floating window (context menu in the Task bar) the toolbars are displayed directly in the floating window.

You cannot close the Desktop view. The Desktop is always in the background and can be accessed at any time via its icon in the task bar.
If you click anywhere on the Desktop, for instance beside a document shown as a Floating Task the Desktop is not displayed in front. The StarOffice Desktop has been programmed corresponding to your operating system's desktop. If you want the Desktop to be displayed on top, click the Desktop button in the Task bar.

Working with StarDesktop

You can arrange and move the icons on the desktop with the mouse. Double-clicking an icon or a selection of icons opens the respective item(s), and you can also activate a context menu for each icon. The context menu offers the most important commands for a given object in a particular context.

The Desktop is not an isolated item in the StarOffice interface. It is closely related to the Explorer and the Beamer via the drag & drop function, which allows you to move and place objects with the help of the mouse. With drag & drop, objects on the Desktop can be moved not only within the Desktop but also to and from the Explorer or Beamer, as long as there is an acceptable place to store the selected object. Naturally, you can also move objects in the other direction, from the Explorer or the Beamer to the Desktop.

While dragging, you can use one of the control keys to switch between the Move, Copy or Link functions. For almost all actions performed with drag & drop, the (Ctrl) key serves as a control key; in a few instances, the Shift key is used, or both of them together. When you drag objects with the mouse, they will generally be moved, i.e., deleted from the original location and inserted in the new location. In this case, a small frame appears next to the mouse pointer. If you hold down the (Ctrl) key while dragging, a plus sign appears next to the mouse pointer, which indicates that the object being dragged will be copied as soon as you let go. If you press the Shift key and the (Ctrl) keyat the same time, you create a link.

Setting up and Managing Projects

The basic idea of the desktop is to organize your daily work by project. You can create a new folder in the desktop for every important business partner or business process. This will ensure that you will never need to search for the "Smith" contract again, since you know which folder it's in. Double-click on the folder icon to open it, then double-click on the respective document. You do not need to worry about which StarOffice module will be needed to open and edit the document, since it is not necessary to open *the individual* applications. Simply work with the documents, and the required module will automatically be activated.

You can choose from a variety of document types, ranging from the usual text documents and spreadsheets, to images, presentations, charts, framesets, mail/news messages, and other sorts of documents.

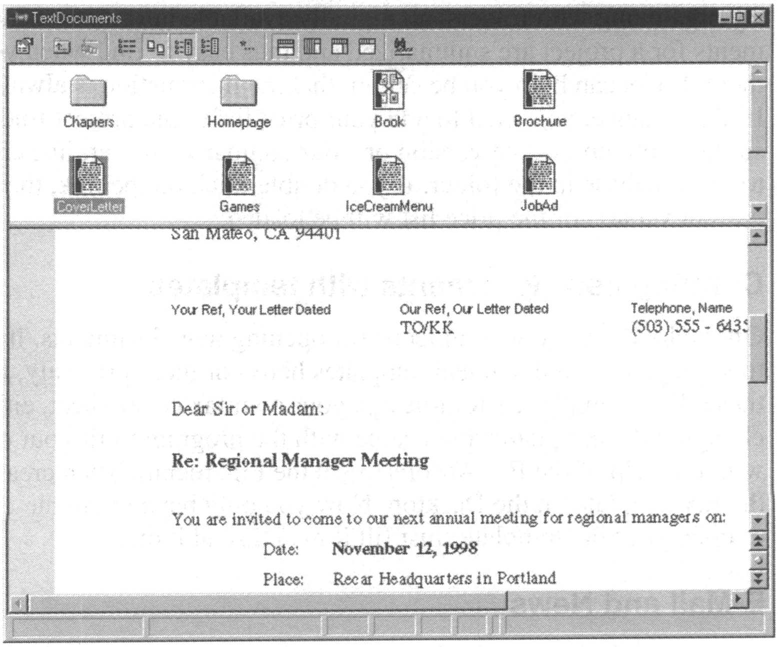
The Classic Office Method

Imagine that you need to create a folder for a new client. If the folder were to be created for a conventional file cabinet, it would contain letters, leaflets, and brochures that the client has sent you, as well as the memos, letters, and faxes that you have sent to the client. The folder might also include references to other related materials, as well as a list of contact persons, telephone numbers, and e-mail addresses.

The StarDesktop Method

If you work with the Desktop, proceed as follows: First create a new folder with the name of the client. You can do this by choosing NEW - FOLDER in the Desktop context menu. To open a context menu, click with the right mouse button. An icon for the new folder will appear on the Desktop. You can now assign a name for the new folder, for example "Project1."

Now, simply drag and drop all standard documents that you will need for this client into the folder. This may include a copy of your billing form, a copy of your fax form, the address of the client as a text document, and all e-mail messages and other correspondence. Practically everything that you have in electronic form can be dragged into the appropriate folder on the desktop.



San Mateo, CA 94401

Your Ref, Your Letter Dated	Our Ref, Our Letter Dated	Telephone, Name
	TO/KK	(503) 555 - 643

Dear Sir or Madam:

Re: Regional Manager Meeting

You are invited to come to our next annual meeting for regional managers on:

Date: **November 12, 1998**

Place: Recar Headquarters in Portland

Whenever you drag objects, you should decide carefully whether you need the original, a copy or a link. You will only want to put a copy of your document templates in the client folder, since you will need the template in its original form for other projects. If you modify the copy of the document template in the client folder, it will affect only the template for this client.

You can also open and execute external applications via StarOffice. If, for example, certain external applications are required for a project, simply use your mouse to drag a link to that application in your project folder.

Links are a special case: A link is a file that contains a cross-reference to other files in your file system or in the Internet. The Bookmarks in the Explorer are links that contain references to pages in the Internet.

Working with Links

Via drag & drop, you have already grouped together some of the documents you will need for the client folder "Project1." Icons with small arrows are links to Internet newsgroups, or to files on your hard disk or in your company network, for instance. All icons indicate their respective origins; spreadsheets look like sheets, e-mail messages like envelopes (opened, if already read), and Internet links show a globe.

By organizing with folders, all digitally available information and documents for a project are summarized and thus easy to find when you need them. Links can help you be certain that the information is always current. If, for instance, you want to add your price list to the project folder and be sure it is the up-to-date version on your company's server, just create a link to this database in the folder. If you double-click on the link, the most current version of the price list will be loaded.

Creating new documents with templates

On the Desktop are several icons for opening new documents. It is also easy to store your own document templates here - or more precisely, links to these. For example, custom-design your own fax cover sheet, either by changing the template which came with the program to fit your company, or with the help of the FAX AUTOPILOT (in the File menu). Then create a link to the fax template on the Desktop. Now you only have to double-click the icon to open your fax template. Just fill it in and send it off!

E-Mail and News

Every e-mail message you have sent to or received from a client should be dragged into the project folder as a copy. If you later want to review a message, you will know just where and how to find it.

In addition to e-mail messages, you can also drag and drop newsgroup articles into the project folder. If you expect to have a large number of such documents, you can create a subfolder for them. Subfolders can help immensely in keeping an overview.

Arranging Projects

You can arrange project folders hierarchically, so that each client folder contains additional subfolders. In this way, you are able to use the Desktop to optimize the structure of your work. For a clear overview, structure the folders to reflect the hierarchy of your clients, for example, or your company's internal processes. Changing the structure of folders is simple - just drag the folder to a new location in the Explorer. All folders created on the Desktop are subfolders of the Desktop folder, which in turn is a subfolder of the StarOffice folder created during installation.

The above instructions for dragging folders in the Explorer also apply to moving and copying files. When files and folders are dragged within the same drive, they are normally moved; if the (Ctrl) key is held down while dragging, they are copied. The mouse pointer indicates which function is active by displaying a plus sign when copying. You can press or release the control key without affecting anything, as long as you continue to hold down the mouse button. But when you release the mouse button, the function active at that instant will result in the object being either copied or moved.

How to create a new Desktop

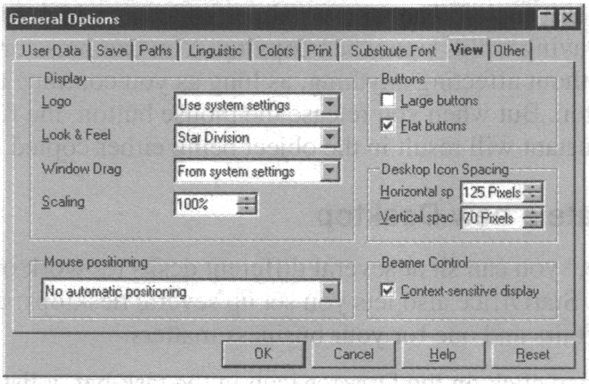
As in "real life," you can sit at several different desks (at work or at your desk at home). StarOffice also lets you set up several desktops: a desktop for your private affairs and one for your business matters.

With an extended click on the Desktop icon in the task bar, a list of Desktops appears from which you can switch to another Desktop. When you create a new Desktop, keep these simple rules in mind:

- The Desktop always shows the contents of the directory specified under Tools - Options - General... - Path in the Desktop entry. You can choose several directories at once here.
- In the context menu of the folders you also find the Desktop command. Select this command to include this folder in the list of "Desktop folders" under the Desktop icon, and you can switch to this folder at any time with a single mouse click.
- The Desktop displays the name of the active folder, and the respective contents.
- To illustrate this, save the "Desktop" folder from your StarOffice directory under a new name, e.g. "private." Take care that you copy the folder and not move or link it. Define the new folder as an additional Desktop folder in the context menu. When you restart StarOffice, you can choose the new folder by clicking the Desktop icon in the task bar.

Adapting the Look & Feel of Your Operating System

In the StarOffice User's Guide, all of the screen displays you will see are in the "StarOffice Look." This setting is available on all platforms. If you wish, however, you can adjust the Look & Feel of your screen display to be similar to Mac/OS, OS/2 or X-Windows.



Logo: Use system settings
Look & Feel: Star Division
Window Drag: From system settings
Scaling: 100%
☐ Large buttons
☑ Flat buttons
Horizontal sp: 125 Pixels
Vertical spac: 70 Pixels
No automatic positioning
☑ Context-sensitive display

On the View tab under Tools - Options - General... you can not only choose the Look & Feel, but also a scale for the screen display. This modulation is meant especially for users who have difficulty with the small font size in menus and dialogs. In that case, for example, you can change the font size of the screen display to 150%. The options for mouse positioning and for showing the contents of windows while they are moved can also be set here.

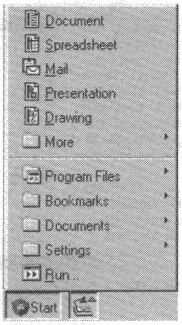
Using the StarOffice Functions

To activate the numerous functions in StarOffice all you basically have to do is open a document. This could be a text document, a spreadsheet or a message. As soon as you have opened a certain type of document, StarOffice automatically provides the relevant tools for you to use.

There are various methods which you can choose from for opening a document. Here are some of the possiblities:

- You can open the documents, directories or links which are displayed on the Desktop or in the Explorer by double-clicking them. Once open, you can double-click a subfolder, etc., until you see the file you are looking for. Double-click on that file as well to open it.
- You can also open files in the Explorer by clicking the plus sign in front of the folder icon. The contents are displayed in the Beamer, where you just double-click the document to open it.
- In the File menu you can click on the commands New or Open..., in order to open a new or an already existing document.
- You can open a new document via the Start button in the Task bar.

❐ Type the path and name of the document into the URL field in the Function bar.



In the Task bar at the bottom of the StarDesktop is the Start button. An extended click on the start button opens a selection menu, which you can customize according to your preferences. Choose a document type from this menu and StarOffice opens a blank document of the selected type.

You can have up to 255 documents open at one time. Each open document is displayed as a button in the task bar. Simply click on a button to switch to the respective document.

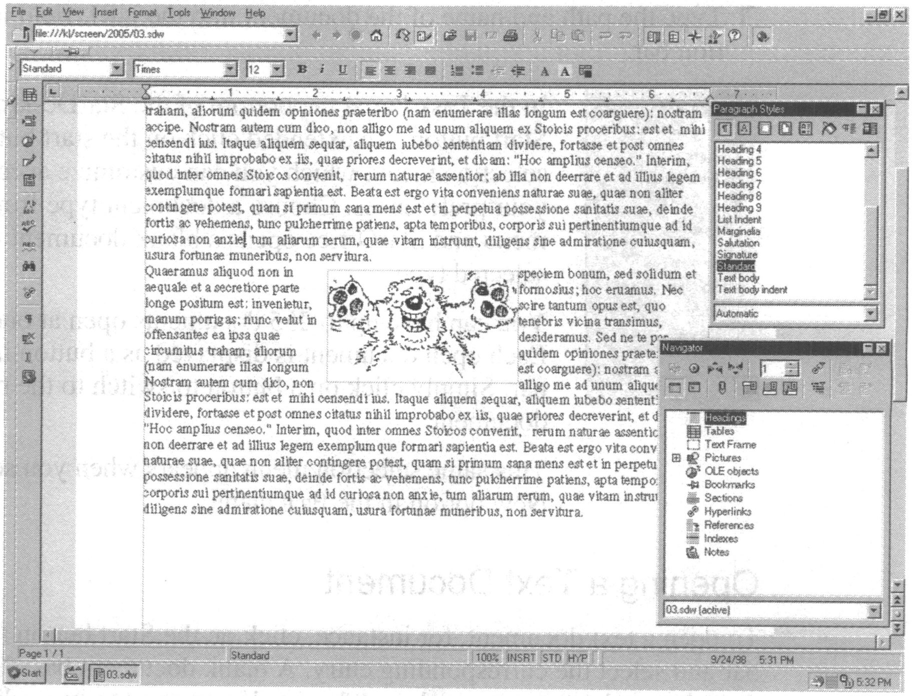
This same selection menu appears when you select the New option in the File menu.

Opening a Text Document

To open a text document, for instance, click on the Start button in the task bar and select the corresponding entry. A blank document based on the default template appears in the work area. If you want to use a different format, select the New - From Template... command in the File menu. You will then see a template selection dialog where you can choose a template on which to base a new document.

Note that the menu bar, status bar, and toolbars in StarOffice change after a new document is opened. As soon as you activate a document, either by clicking its button in the task bar or with File - New - Document, the corresponding toolbars and menus appropriate for this type of document appear.

When a text document is displayed as the active document, two important additional windows appear on the screen: the Navigator and the Stylist. These windows can be positioned anywhere on the screen. For instance, your screen could look like the one in the following illustration:



traham, aliorum quidem opiniones praeteribo (nam enumerare illas longum est coarguere): nostram accipe. Nostram autem cum dico, non alligo me ad unum aliquem ex Stoicis proceribus: est et mihi censendi ius. Itaque aliquem sequar, aliquem iubebo sententiam dividere, fortasse et post omnes citatus nihil improbabo ex iis, quae priores decreverint, et dicam: "Hoc amplius censeo." Interim, quod inter omnes Stoicos convenit, rerum naturae assentior; ab illa non deerrare et ad illius legem exemplumque formari sapientia est. Beata est ergo vita conveniens naturae suae, quae non aliter contingere potest, quam si primum sana mens est et in perpetua possessione sanitatis suae, deinde fortis ac vehemens, tunc pulcherrime patiens, apta temporibus, corporis sui pertinentiumque ad id curiosa non anxie, tum aliarum rerum, quae vitam instruunt, diligens sine admiratione cuiusquam, usura fortunae muneribus, non servitura.

Quaeramus aliquod non in
aequale et a secretiore parte
longe positum est; invenietur,
manum porrigas; nunc velut in
offensantes ea ipsa quae
circumitus traham, aliorum
(nam enumerare illas longum
Nostram autem cum dico, non

speciem bonum, sed solidum et
formosius; hoc eruamus. Nec
scire tantum opus est, quo
tenebris vicina transimus,
desideramus. Sed ne te p
quidem opiniones praete
est coarguere): nostram
alligo me ad unum aliqu

Stoicis proceribus: est et mihi censendi ius. Itaque aliquem sequar, aliquem iubebo sentent
dividere, fortasse et post omnes citatus nihil improbabo ex iis, quae priores decreverint, et d
"Hoc amplius censeo." Interim, quod inter omnes Stoicos convenit, rerum naturae assenti
non deerrare et ad illius legem exemplumque formari sapientia est. Beata est ergo vita conv
naturae suae, quae non aliter contingere potest, quam si primum sana mens est et in perpetu
possessione sanitatis suae, deinde fortis ac vehemens, tunc pulcherrime patiens, apta tempo
corporis sui pertinentiumque ad id curiosa non anxie, tum aliarum rerum, quae vitam instru
diligens sine admiratione cuiusquam, usura fortunae muneribus, non servitura.

File Edit View Insert Format Tools Window Help
file:///kl/screen/2005/03.sdw
Standard
Times
12
Paragraph Styles
Heading 4
Heading 5
Heading 6
Heading 7
Heading 8
Heading 9
List Indent
Marginalia
Salutation
Signature
Standard
Text body
Text body indent
Automatic
Navigator
Headings
Tables
Text Frame
Pictures
OLE objects
Bookmarks
Sections
Hyperlinks
References
Indexes
Notes
03.sdw (active)
Page 1 / 1
Standard
100%
INSRT
STD
HYP
9/24/98 5:31 PM
Start
03.sdw
5:32 PM

do not worry if it seems that too many elements are on the screen - you do not have to display them all. When writing a simple letter, for example, only a few of these aids are needed. But if required, all available information can be displayed in the work area so you always have the tools you need for a specific task.

> Even if your screen is set to a low resolution, requiring a lot of space for a good screen display of the document window, you can still activate all windows shown in the illustration, and only display them as necessary. The floating windows which you only show as needed make this possible. These will be described in more detail in the next chapter.

Opening a Spreadsheet

If you want to compute values or manage data records in a spreadsheet, select the SPREADSHEET entry from the Start button in the task bar. A blank sheet is displayed in the work area and the toolbars and menus contain a variety of different functions tailored to spreadsheets.

Writing a New E-mail Message

As part of its office solution, StarOffice also supports communication via e-mail and electronic bulletin boards, either over the worldwide Internet or in a local company network. Select the MAIL entry from the NEW button in the task bar to open a form for an e-mail message. In order to send and receive e-mail and participate in Internet newsgroups you must first set up a mail server, news server, and an outbox.

Creating a New Presentation

Select PRESENTATION in the selection menu of the START button in the task bar. Initially, a blank slide will appear. Using the draw elements in StarOffice, you can draw vector graphics on this blank page. Use the vector drawing functions or incorporate text on the slide, create a background and assign slide transition effects, and finally, run your presentation as a slide show or save it as a HTML presentation.

Creating a New Drawing

Select DRAWING in the START menu to create a new drawing. The default print orientation is portrait, so you can view the drawing exactly as it will be printed.

Creating a New HTML Document

Create a new HTML DOCUMENT by clicking the command in the submenu "More" under START. The StarWriter/Web screen appears, containing a selection of tools for creating HTML documents.

Using the Database Functions

You can access the StarBase database via a database entry in the Explorer or on the Desktop. An example of a practical database is the ADDRESS BOOK which is already included in the Explorer. There, you can add other tables or databases of your own. You may define them yourself or integrate them with larger pre-existing databases which can, for example, be accessed via ODBC drivers already installed in your system.

Working with a Frameset

As an advanced StarOffice user capable of generating your own Internet pages, you will probably want to create framesets. These are documents which basically consist entirely of frames. Each frame contains a different document - for example, a text document in the primary frame and a linked graphic in a sub-frame. In this case, you could define the reference-sensitive graphic (ImageMap) to allow a reader to view a different text document in the main frame by clicking on various areas of the graphic. You can learn more about using framesets in the StarOffice Help.

Creating a New Master Document

Master documents are useful for organizing large document. A master document can contain any number of smaller parts which you can easily sort and even add text and indexes. If you have a large document containing the "Heading" paragraph style, you can convert it to a master document with a single command.

Creating a Chart

Charts are not usually created as documents by themselves (although, it is of course possible), but are often inserted as objects within text or on a sheet. Therefore, the most common way to create charts is as follows: In your spreadsheet, select the data that you want to appear in a chart. Then, click the CHART icon in the INSERT OBJECT floating toolbar from the Main toolbar. In the sheet, drag open a box of the size and at the position desired for the chart. With the Chart AutoFormat function, you can design your chart step-by-step. For more information about creating charts in StarOffice, refer to the StarOffice Help.

Editing an Image

Besides vector graphics, you can also edit bitmap graphics in StarOffice. Use the IMAGE command in the selection menu of the New button in the task bar to open a document with functions for creating and editing new bitmap images. You can also open and edit an existing bitmap image. For more information about working with bitmap images, see the StarOffice Help.

Creating a Formula

The FORMULA command in the selection menu of the Start button in the task bar opens StarMath, a module with a specialized language for constructing mathematical formulas. Predefined formulas can be inserted as objects into text documents, spreadsheets or presentations. The formulas will not be calculated, though, since this is a formula editor, not a computational program. It is designed only to write and represent formulas. Spreadsheets are used for calculating formulas, but for simple computations you can also use the calculation function in text documents.

Creating New Documents with Templates

Select FROM TEMPLATE... in the submenu of the New button in the task bar to open a dialog box (which can also be accessed with FILE - NEW). In this dialog box, you can select a template on which to base your new document.

As you can see, you have a choice of several professional document types for creating a new document. Another very easy way of creating new documents is by using the AutoPilots. They can assist you in many ways within StarOffice. The AutoPilots are found in StarOffice as an entry in the File menu.

The AutoPilots are not only used to create new documents, although you can use them for this purpose. They can also be used to create new document templates customized to your needs. Your own document templates, which, for example, include your company logo, can then be found in the NEW dialog as a document template. Generally, you only need to fill out the AutoPilot with information once, and then use it as a basis for creating new documents. It is often easier to simply adapt the predefined templates and sample documents to your specific needs.

Managing Events and Tasks

An entry in the Explorer is used to activate the date planner StarSchedule.You can open this entry by clicking the plus sign in front of it, and then click the Events and Tasks to view them.

Adapting the Start Menu

You can customize the entries that you see both under FILE - NEW. These are links to the Office 50/Config/New folder. This folder contains a link to each entry in the New menu. The New folder can contain links or copies of documents readable in StarOffice, as well as folders and links to folders. If you want to add an invoice form to the New menu for example, proceed as follows:

The Start button commands correspond to the contents of the folder Office50/Config/Start.

As an example, add a blank invoice form to the New menu, or the Start button commands by following these steps:

- ☐ In the Explorer, select the New folder by clicking it and in the context menu (right mouse button) select New Link. The Properties of <New Link> dialog appears. In the Name field, enter a name for the entry, e.g., "Invoice Form." In the Target URL field, enter the path and name of the document that you want to use as a template. You can look it up with the File... button to ensure that it is correctly entered. Click OK. That's all there is to it! Now at any time you can open a blank invoice form from the New menu.
- ☐ Open the context menu (with the right mouse button).
- ☐ Select the command New - Link in the context menu. The Properties of New Link dialog appears.
- ☐ In the Name field, enter a name for the new entry, for example "Invoice."
- ☐ In the Target URL field enter the path and name of the document you want to use as a template. Search for it with the File... button if you're not sure of the exact path.
- ☐ Check the Open as template box and click OK.

Now you can open a blank invoice from the New menu or via the Start button. Enter data in the form, and save it to the hard disk or print it out.

Working with Windows and Toolbars in StarOffice

With the various windows and toolbars in StarOffice, you have a powerful and versatile tool at your disposal. The icon, menu, and status bars provide exactly the functions and commands you need for the current document.

When working with StarOffice, you may discover that your screen is not always large enough to display all the windows. You can temporarily hide windows such as the Explorer, Beamer, Navigator and Stylist at the edge of the Desktop instead of constantly moving or opening and closing them. In addition, you can decide if the window overlaps the current document when you display it, or if the two share the screen.

Displaying and Hiding the Explorer, Beamer etc.

When you first install StarOffice, the Explorer and Beamer are hidden. At the top left of the Desktop you will find small iconized buttons (arrows, pins) used to display (or hide) the Explorer (on the left) and the Beamer (above). In order to make them permanently visible use arrow (to make it appear) and the pin to stick it.

The Explorer is displayed as floating window on top. That means the Desktop or the current document does not have to be reduced (which could take too long if, for example, large graphics are involved). The floating window momentarily overlaps the active document. When you hide the Beamer or Explorer window again, the current document or Desktop is accessible just as before.

On the border of the Explorer and Beamer windows there is a Pin icon. Use this icon to change the Explorer or Beamer window from floating (temporarily covers other window) to fixed (both windows are next to each other on the screen).

If you click on the the Explorer's (or Beamer's) left margin instead of the arrow button, the respective window is only temporairly displayed. As soon as the mouse is out of the window area, for a few seconds, the window is hidden again, no matter if you used the stick mode.

The same applies to other windows such as the Navigator and Stylist.

Docking Windows

When you show the Explorer for the first time, it is displayed at the left of the Desktop frame as a docked window. You can convert docked windows to floating windows by holding down the (Ctrl) key and double-clicking on the gray area of the window border. If you again hold the (Ctrl) key and double-click in the border of the floating window, it returns to its original docked position.

You can change the size of the floating window, for example the Navigator or Stylist windows, by dragging an edge with the mouse. The shape of the mouse pointer indicates in which direction you can drag the window. Dragging diagonally on a corner of the window will change the height and width at the same time.

Move the floating window around on the screen by dragging the title bar. If you move the mouse towards the edge of the StarOffice window when holding down the (Ctrl) key, the border of the window will appear as an outline, indicating that the window will be docked when you release the mouse button.

If you want to drag a floating window to the window edge without docking it there, do not press any key while dragging.

Enlarging and Reducing Docked Windows

The size of any docked window can be modified by dragging the window border where the window is docked.

- ☐ Move the mouse pointer to the window border closest to the center.
- ☐ As soon as the pointer changes shape, press the mouse button and hold it down. Now drag the window into the desired size.

If you have docked two or more windows on the same edge, you can shift the dividing line between the two windows in the same way.

Drag & drop in the task bar

You can also drag the button of a task in the task bar into another task button thus provoking the following reactions (depending on which key is pressed while doing so):

Action	Result
Dragging the task button A into the task button B	Task A is MOVED into task B as a new window. Now, you can switch from one to the other of task B's windows. In task B's (common for both tasks) button name, the active window is indicated with the appropriate name.
Drag & drop as above-mentioned, (Ctrl) key hold down	A COPY of task A is created in task B's window. The new window will not be updated any more.
Drag & drop as above-mentioned, Shift and (Ctrl) key hold down	A LINK to task A is created as a new window in task B. Changes in the original task will be updated in the new window.

Action	Result
Drag the task A button in the task bar (not into another, but a non-occupied zone of the task bar)	Task A is COPIED as a new task B in read-only mode.
Drag task A's button into a free zone of the task bar if more than one window is contained in task A	Task A's active window is moved as a new task B, the secondary window in task A disappears, B represents an independent task again.

Why should I drag one task into another?

- You can see more than one document at once (with a horziontal, vertical split, use the Window or context menu options) thus enabling, for instance, easy drag & drop between different chapters of one or distinct documents.
- You can make common data always visible e.g., from the Address Book (sticked on your screen as floating task) and in spreadsheet or database documents.
- You can make different stages of one document visible (the original document is not updated) whilst saving it in the meantime.
- Visualize both at once: Your HTML document and the source code of it.
- Control your StarBasic programming immediately: You can see the program code in one and the results for the document in the other window.
- Display the document in both the Preview and the normal view.

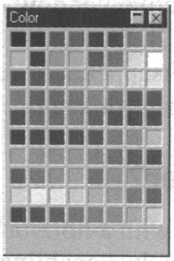
As shown above, these task bar features can be used advantageously thus making your work more efficient.

You can either use the context menu option TASK ALWAYS VISIBLE or, alternatively, use the Needle in the task's title bar to bring it to front. This is suitable for small windows, e.g., if you want to drag parts of a document into a global document or if you wish build a summary from different documents.

The Floating Toolbars

Some of the icons in the various toolbars open floating toolbars. A floating toolbar is a small window that you can place anywhere on the screen and which offers a selection of additional icons.

Open a new text document in order to see the Object bar and Main toolbar. At the right of the Object bar, located directly above the text document, you will find the PARAGRAPH BACKGROUND icon. This icon opens a floating toolbar.



Click the icon and a window pops open offering a choice of background colors. This window closes automatically when you have made a selection, or when you click outside the window or press the Esc key.

You can also drag a floating toolbar away from the respective toolbar, where it will then remain open until you close it again. Simply click on the icon, keeping the mouse button pressed till the floating toolbar is opened. Then release the mouse button and click on the title bar of the floating toolbar to drag it away from the toolbar.

As soon as you see a frame that follows the movement of the mouse, you can tell that the toolbar has become a floating window. Release the mouse button where you would like to position the window. You can move it at any time by dragging its title bar. To close it, click the close button in the title bar. You can make as many selections as you like from the floating window without the window closing automatically.

The floating toolbars in the Main toolbar have another special feature:

In an open text document, some icons in the Main toolbar are marked with a small triangle. The triangle shows that you can open a selection menu by clicking on this icon. If there are icons in the selection menu, then it is a floating toolbar. If you select a function from the floating toolbar, the icon of the selected function will replace the icon originally displayed in the Main toolbar. This will be the case until you restart the application.

In this way you can quickly access the last function chosen without having to open the floating toolbar again. Just click the (new) icon in the Main toolbar.

For many of the tools in StarDraw, StarImage and StarImpress, you simply need to double-click the icon to continue to use it (until you select a different tool). By keeping the mouse button pressed on the icon a bit longer, the submenu will open again where you can make a new selection from the given functions.

Configuring the Interface

In StarOffice, you can configure the user interface to your specific needs. For example, the menu items can be modified by deleting or adding commands, copying or moving items to other menus, renaming them, and so on. These settings are defined under TOOLS - CONFIGURE.... A detailed description of how to configure your interface is provided in the StarOffice Help, along with some examples.

The toolbars can be changed in a similar way. Modifying them is much easier because you do not even have to open a dialog. For example, if you want to copy an icon from the Object bar to the Function bar so that it is always visible, simply press the (Alt) key and drag the icon to its new position. StarOffice automatically stores the new contents of the toolbars.

How to include a new icon in the Function bar

In the Main toolbar of a text document you will find the icon HIDE GRAPHICS. If you click on this icon, instead of the actual graphics, only placeholders will be shown in your current document. You may especially wish to use this function for HTML websites, so that you can see the text quickly without having to wait for all the graphics to be loaded.

When browsing, however, the Main toolbar is not displayed. It may therefore be a good idea to have a copy of the HIDE GRAPHICS icon in the Function bar which always remains the same regardless of the current context.

- ☐ Open a document so that you can see the Main toolbar.
- ☐ Hold down the (Alt) key and, while pressing the mouse button, drag the icon from the Main toolbar to the Function bar. Release the mouse button where you want to position the new icon.
- ☐ To delete an icon, drag it away from the toolbar while pressing the (Alt) key and then release the mouse button anywhere outside the toolbar.

If you want a divider in the toolbar, drag an icon a bit to the right of its current position. To delete a divider, shift the icon at the right of the divider towards the left. With StarImage you can even create your own icons and add them to the toolbars.

The Explorer Components

In the StarOffice Desktop, the primary tools for your work are the Explorer and the Beamer. Both elements are closely related to each other. Here you can choose which directory, document, message or picture you want to view or edit. The selected object appears in a new window in the work area, replacing the view of the Desktop.

Explorer und Beamer

In the Explorer you can choose which directory, document, message or picture you want to view or edit. The selected object appears in a new window in the Desktop of the work area. By double clicking a folder you open it as floating task while the Desktop appears partially hidden. Other documents show their full size when opened and therefore hide the Desktop completely. By clicking its button in the Task Bar, they reappear on the Desktop.

☐ By double-clicking a folder in the Explorer, its contents will be shown in a new window in the work area. The Desktop view moves to the background.

☐ Clicking once on a folder in the Explorer will display its contents in the Beamer. From the Beamer you can then open a file by double clicking it. You can also drag & drop the file into the work area. If you move the file with drag & drop into the Desktop, it will be copied into the current Desktop directory. Dragging a file from the Beamer into a document will create a link to the file.

☐ Clicking on the plus sign in front of an Explorer entry will display its subfolders and subdirectories. The contents of the Beamer will not change.

Through its hierarchical structure, the Explorer shows the independence of elements clearer than would be possible on the Desktop. You could also view certain folders on the Desktop, each in a separate window. Decide yourself which method you prefer or which suits your needs the best.

The various objects which can be displayed in the Explorer have different properties and behave differently depending on whether they are clicked once or twice. Following is a description of how the objects react to different actions. While working with the Explorer, you may find additional information displayed in the status bar, such as the amount of free memory, number of selected files,etc.

> Double clicking on an entry in the Explorer or Beamer generally closes the current view in the work area and replaces it with the new entry. To avoid this, press the (Ctrl) while you double-click an object to open it in a new window.
> Before opening a new document, it is better to switch back to the Desktop (clicking the DESKTOP icon in the Task Bar). By double clicking the desired folder, you can easily change to the respective document and also open it with a double click.

Following is a description of the default entries in the Explorer window of StarOffice: Explorer, Address Book, Workplace, Work Folder, Samples, Bookmarks, Gallery and Recycle Bin. There are several optional entries which you can add to the Explorer, such as a Mail Inbox and Outbox, Newsgroups, an FTP Server, the StarSchedule appontment calendar, and a Subscriptions entry to automatically update your bookmarks.

The Predefined Explorer Entries

Explorer	"Explorer" is the root of the hierarchical display in the Explorer window
Address book	The Address Book is a StarBase database
Workplace	The Workplace displays the drives/volumes and directories
Documents	The Work folder is a normal folder in the Office50/Explorer directory
Samples	The Samples folder contains subfolders and files with example documents
Bookmarks	The Bookmark folder contains hyperlinks to Internet sites
Gallery	The Gallery contains clip-art and sounds which you can insert in your documents
Help	Here you can find your bookmarks and you can access to the Help Topics of StarOffice.
Recycle Bin	The Recycle Bin stores files deleted from within StarOffice until you empty it.

StarSchedule	StarSchedule is your personal appointment planner and calendar.

Optional Explorer Elements

POP3 Account	A POP3 mail inbox contains e-mails received from POP3 servers
IMAP Account	An IMAP mail inbox contains e-mail sent via IMAP servers
VIM Account	A VIM Account is suitable for certain Intranet mail systems
OutBox	The outbox stores all sent or unsent e-mails.
News	A News server displays all subscribed newsgroups
FTP Account	An FTP server enables file exchange via the Internet
Samples	Links can be created to any folder or file
Database	You can manage your own databases in the Explorer
Abo	Subscriptions inform you when Web sites have changed
Search	A Search folder allows you to filter information in files and messages

Following are more detailed descriptions of the entires in the Explorer

Explorer

The Explorer entry is the root of the Explorer hierarchy.

The Explorer Icon and Properties

The Explorer entry is always visible in the Explorer and cannot be deleted. You can, however, choose another folder with the Root command in the context menu. The Properties command in the context menu displays a tab providing details on the location of the Explorer folder and the contained folders and files.

What Happens When You Click

Double-clicking on the EXPLORER entry replaces the current window in the work area with a new window showing the contents of the Explorer. If the current window is a document which you have modified and not yet saved, a dialog appears asking whether to save or reject the changes or cancel the action.

If you do not want to replace the current document with a new one, press the (Ctrl) key while double clicking. The new window will be displayed without closing the other document. Alternatively, you can first switch to the Desktop view and then double click the Explorer entry.

What Happens With Drag & Drop

When you drag objects to the EXPLORER entry, the corresponding files will either be moved into the Explorer folder in the StarOffice installation directory, or copied if you press the (Ctrl) key. This applies to files, folders, links and e-mail.

What Happens When You Update and Synchronize

You can use the UPDATE or SYNCHRONIZE command in the context menu of the "Explorer" entry, the list of all Explorer entries will be updated. Any missing entry such as the Recycle Bin or the Gallery can be now restored unless the respective directories are still available.

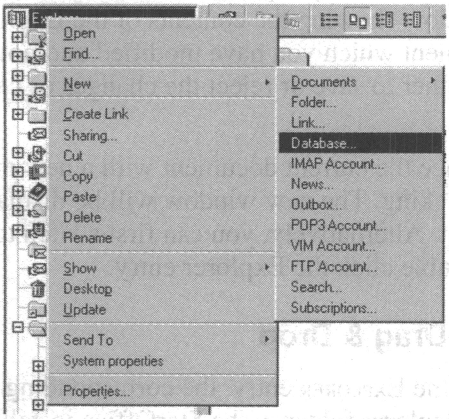
Database (Address Book)

The databases which you want to access and edit in StarOffice must first be recorded in the Explorer. During installation, an Address Book database is automatically set up in the Explorer, and can be edited with the EDIT - ADDRESS BOOK command. do not delete this database or change its structure as it will then no longer be available.

StarOffice supports databases in dBase, DB2, Oracle, Text and ODBC formats. In addition, on the Macintosh, StarOffice can open files in the FileMaker format.

How to record a database and define its properties

To record a new database, select the entry in the Explorer under which the new database should appear. If the database should be recorded directly on the first level, click the EXPLORER entry. To record it in a specific folder (e.g., "My Databases") click the desired folder. Open the context menu and select New - Database....


Explorer
Open
Find...
New
Create Link
Sharing...
Cut
Copy
Paste
Delete
Rename
Show
Desktop
Update
Send To
System properties
Properties...
Documents
Folder...
Link...
Database...
IMAP Account...
News...
Outbox...
POP3 Account...
VIM Account...
FTP Account...
Search...
Subscriptions...

Details on selecting the database type, the folder and further options can be found in the StarOffice Help.

The properties of a database already recorded in the Explorer can be viewed by clicking on the database entry in the Explorer and selecting the Properties command from the context menu.

What Happens When You Click

Double-clicking a database entry in the Explorer displays the icons for Queries, Reports, Forms, and Tables in the work area. To open the database, select either the Open command in the context menu of the database or click on the plus sign. You can then open any of the hierarchically-ordered entries in the same manner.

Click the Tables entry to view a list of tables contained in this database. (You can also hide tables from view, if desired). For a dBase database, for instance, the dBase files in the selected folder are equivalent to the database tables. Clicking once on a table entry will display it in the Beamer. A double click will display the contents in the work area.

What Happens When You Update

When updating a database (context menu of the database entry in the Explorer) the list of the tables included in this database will be re-listed. When updating a table, this table will be listed reread.

Workplace

Under the WORKPLACE entry you will find the hierarchy of drives (or volumes) available on your local network or hard disk.

What Happens When You Click

A double-click on the Workplace entry displays the entire contents as icons in a new document window. If you open the Workplace with his context menu or by clicking the plus sign in front of it, the hierarchy of the hard disk (volume) is displayed in the Explorer. Click once on any drive to view the respective contents in the Beamer, or double-click to display the contents in a new document.

What Happens with Drag & Drop

Although it is possible to move or copy the WORKPLACE entry with drag & drop, this is not advisable. What happens when you drag an object (without pressing a mouse button) depends on the type of object. For example, if you drag an object to a folder on your hard disk, the corresponding file will be moved to wherever you release the mouse button. But if you drag to a folder on an FTP server, the object will be copied. If you press the (Strg) key while dragging, objects will always be copied, and pressing the Shift key in addition will create a link. The cursor pointer indicates the active mode: if a plus sign appears, a copy will be made; if an arrow is displayed, a link will be created.

What Update and Synchronize Do

When you update the Workplace entry in the Explorer with the respective context menu option, the list of the drives/volumes will be reread. If the ONLINE icon in the Function Bar appears pressed, also the network drives will be read again. Otherwise a message saying you are working offline will appear. When you synchronize, the updating takes place, before the cache for the no more existing network or removable drives is deleted.

Folders

In the default WORK FOLDER you can file your documents. Certainly, you can create as many folders as you want and use them as work folders. If you already have another folder containing documents, you can add it as link in the Explorer.

If you wish, to access to a, e.g. "MyFiles" folder in the Explorer, you can do it by adding a link to it using the New - Link option from the context menu of the Explorer. First enter a name for the link (e.g. "My own Files") in the General tab of the Properties of Link dialog and then select the desired folder by pressing the Folder button. The link allows a directly access the folder and their contents. You can also create links to files and determine whether the links should be displayed in the Explorer or in the Beamer or in the directory in which you have created the link.

To complete this introduction of StarOffice is a short discourse on project-oriented work. Every project that you work on should ideally have its own folder on the StarDesktop. If you have read through to this point you know how this works: select the element in the Explorer window where you want the new folder to appear. From the context menu select New - Folder. After assigning the folder a name, you can copy or move all the relevant objects into the new folder via drag & drop or by creating links to the objects.

Folders behave exactly like the Bookmark folder described above when clicked or dragged. You can freely move and copy folders and folder hierarchies or create links to entire folders.

How to Subscribe and Mark Folders and Files

In the context menu of folders and files you can find commands which may appear unusual at first. You can, e.g., subscribe a folder or mark a file as "read." However, these additionally available options of the Desktop are very useful in the everyday work, especially in case of networked environments.

☐ If you subscribe all folders you usually visit, by clicking "Show - Subscribed Groups" you can specify how to view them in the Workplace's context menu. The workplace displays a selection of the folders you need for your work and, moreover, you will find them more rapidly.

☐ After reading a file in a network folder, mark it as "read." If the view of this folder is marked as "unread", you currently will not see the files read. As soon as another person modifies this file, it will automatically appear as "unread" and therefore you will see it in your folder knowing now that it is worth having a look at it.

☐ If you mark certain files through your context menu, you can edit them with the rules you can set in the register Rules, e.g., you can automatically copy them all together.

❐ You can add the attribute "Store document contents locally" to the files. This is useful in case of files situated on a network drive. You can read and edit these files if the network connection is temporarily interrupted. As soon as the connection is restored, you can save the file again.

Bookmarks

The icons which serve to create new Bookmarks are links. In the bookmark folder you will find some sample bookmarks to interesting pages on the Internet. A bookmark "physically" exists as a file, and can also refer to files on your hard disk or local network.

How to Create a Bookmark Icon and Define its Properties

The bookmark folder and its subfolders are ordinary folders which can be created from scratch and renamed. One special feature is that you can define any folder as a "bookmark folder" via the context menu. So if you find an interesting page on the Internet which you want to access again, or if you want to refer to a file on your system which you have to constantly re-edit, make a link to the file with a bookmark.

First, type an address of a file into the URL field in the Hyperlink bar. Then simply click the Link icon in the Hyperlink bar. The link (or bookmark) will automatically be created within the folder defined as the bookmark folder. This reference is fixed by selecting the desired folder in the Explorer and then clicking the Bookmark Folder command in the context menu. If you want to create the link within a different folder, first select the desired folder, then hold down the (Ctrl) key while clicking the Link icon. The link will be created within the selected folder.

> If the bookmark folder is visible in the Explorer, there's an even easier way to create a link. In the Bookmark field at the far left of the Function bar, you will see the file location of the active document or the Internet URL address. To create a link, simply drag the Bookmark icon to the bookmark folder in the Explorer.

What Happens When You Click

Double-clicking on a folder opens it. This applies to folders containing bookmarks as well as to other folders. Double-clicking on a bookmark opens the linked object. If the bookmark refers to an Internet file, an Internet connection will be initialized and the file will be loaded.

As is the case with other folders, double-clicking on a folder in the Explorer while pressing the (Ctrl) key displays the contents of the folder in a new window. Otherwise, the current window is replaced by the contents of the folder.

What Happens with Drag & Drop

Folders and links can be moved with drag & drop. To create a copy, hold down the (Ctrl) key while dragging. A link is created by simultaneously pressing the Shift key in addition.

What Happens When You Update and Synchronize

When updating and opening links and files no distinction is made, namely as for the information from the cache. When synchronizing, the information is first read in the cache.

When updating, any folder is read anew. If the ONLINE icon of the Function Bar is pressed, the network drives/volumes will be read again. Otherwise you will receive a message saying that you are working offline. The same happens when synchronizing. Additionally, invalid files are deleted.

Gallery

The StarOffice Gallery is a catalog or directory of multimedia objects. At present, the Gallery can contain graphics in the formats supported in StarOffice and Windows *.wav files. The objects in the Gallery are organized in various folders called "Themes." You can add your own themes and move or copy objects between the Beamer and the various themes.

Using the IMPORT... command from the Gallery context menu, you can import themes from the Gallery CD. Links will be created, and the actual objects remain on the CD.

Insert new themes in the Gallery by selecting NEW - THEME in the context menu.

What Happens When You Click

Double clicking on the GALLERY entry in the Explorer displays the separate theme icons in the Explorer. Click on a theme and the contents will be displayed in the Beamer. Double-click any object in the Beamer to view it according to it's type, e.g., an animated GIF image will be shown moving and a sound file will be played.

What Happens With Drag & Drop

You can copy the objects in the Gallery into your documents via drag & drop. Alternatively, you can also create a link in your document to an object in the Gallery by pressing both the (Ctrl) key and Shift while dragging an object or before releasing the left mouse button.

What Happens When You Update

When you update a Gallery theme using the context menu, the graphics or sounds contained are read anew and, if necessary, the preview display will be refreshed.

StarSchedule

With this Explorer entry you can administrate your access to StarSchedule, Scheduler, Calendar and Task overview in StarOffice. By clicking the plus sign before the entry you can open it. A list of the views is displayed: there are default views of tasks and events. With the context menu you can add your own views i.e., a particular layout style and a list of filters you can save with a particular name.

StarMail

In StarOffice, you can enter as many mail accounts as you like in the Explorer. You can register both the mail server on your company network and a mail server of an Internet provider. If you have multiple e-mail accounts with different providers, define one entry for each provider. StarMail supports several mail protocols; the SMTP/POP3 protocol is the most important for connecting to the Internet. Obviously, your Internet provider must support this e-mail protocol; unfortunately, this is not the case with some popular online services.

You can create various mail accounts via the context menu in the Desktop or the Explorer. These can use either the POP3 protocol or the IMAP protocol. A VIM account is also possible. In order to initiate a connection to the server of your Internet provider, you must be in the Online Mode in StarOffice. Switch between online and offline modes with the Online icon at the far right of the Function bar.

How to Create a Mail Account and Define its Properties

Create a new mail account by selecting the EXPLORER entry or a folder in which you want to mail account to be stored. From the context menu choose NEW - POP3 ACCOUNT, NEW - IMAP ACCOUNT or NEW - VIM ACCOUNT, depending on the protocol used by the server. In the dialog box, enter the mail account information. For an existing e-mail account entry, activate the Properties dialog via the context menu to change its properties.

Additional information about the mail function in StarOffice can be found in the StarOffice Help.

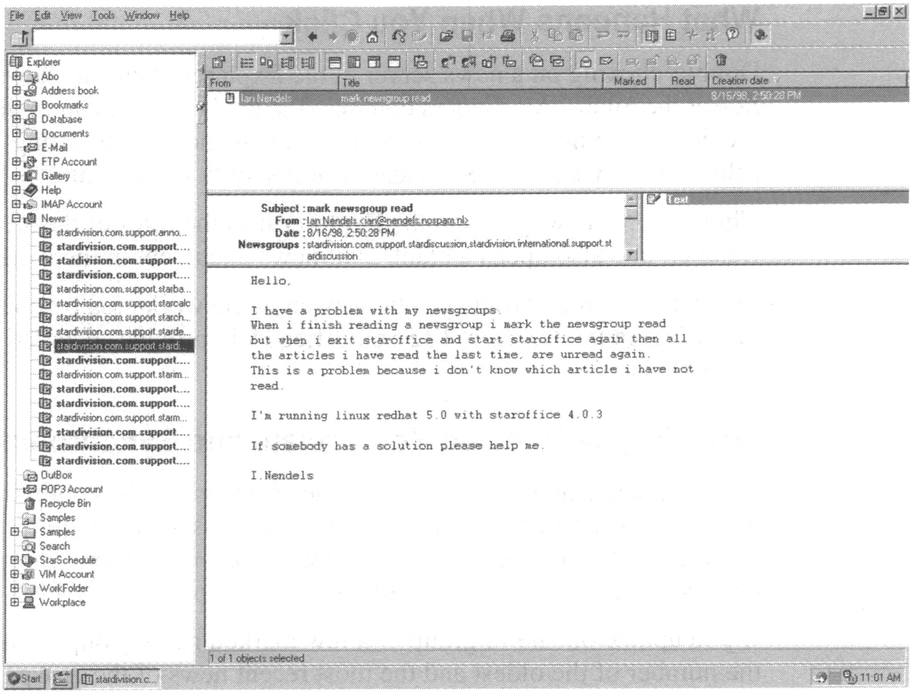
What Happens When You Update and Synchronize

When a POP3 account is opened, first appear the data from the cache and then an updating started automatically. During this process, a login on the mail server is performed by StarOffice and the the unique mail ID list read on the server's mailbox. The next operations depend from your settings in the mail server's properties. Thus you can decide a list with only the if the the document contents are locally, or not and from the online-offline mode. A list of the new mail headings can be loaded and, if necessary, all new mails are loaded with the contents, and it is also possible to delete the mails loaded from the server.

During the synchronization a list with unknown mails is loaded, the unknown mails are loaded even with the contents and, if necessary, afterwards deleted. Unknown are those mails that are new or that are available in the server but not in the computer (e.g., because deleted).

StarDiscussion

In the StarOffice Explorer, you can manage a news server previously defined in StarOffice. A news server is a computer that provides access to Internet newsgroups. In theory, all news servers could provide access to all newsgroups, but most news servers limit the number of newsgroups that they offer. Some newsgroups are available only on one news server, and that server may require a user name and a password.


File Edit View Tools Window Help
Explorer
Abo
Address book
Bookmarks
Database
Documents
E-Mail
FTP Account
Gallery
Help
IMAP Account
News
OutBox
POP3 Account
Recycle Bin
Samples
Search
StarSchedule
VIM Account
WorkFolder
Workplace
From
Title
Marked
Read
Creation date
Text
1 of 1 objects selected
Start
11:01 AM

Subject : mark newsgroup read
From : Ian Nendels <ian@nendels.nospam.nl>
Date : 8/16/98, 2:50:28 PM
Newsgroups : stardivision.com.support.stardiscussion,stardivision.international.support.stardiscussion

Hello,

I have a problem with my newsgroups.
When i finish reading a newsgroup i mark the newsgroup read
but when i exit staroffice and start staroffice again then all
the articles i have read the last time, are unread again.
This is a problem because i don't know which article i have not
read.

I'm running linux redhat 5.0 with staroffice 4.0.3

If somebody has a solution please help me.

I.Nendels

As some news servers offer thousands of newsgroups, we recommend you "subscribe" to those that you visit often. This means you need only view the groups you have subscribed to. You can restrict these further so that the news server only displays the active newsgroups - these are subscribed newsgroups containing messages you haven't read yet.

Naturally StarDiscussion has a multitude of options for news servers and their properties so that you can customize how you want them displayed. To display a list of newsgroups in the Explorer, click the plus sign in front of the news server. The list of all newsgroups generally displays a hierarchy of folders and subfolders. Select a single newsgroup and its contents will be displayed in the Beamer. Double-click the article in the Beamer to view the contents of the message in the work area.

This is How you Obtain This Symbol and How You Can Control its Properties

You can enter as many news servers in the Explorer as you like. Proceed exactly as with a mail server entry. In the Properties dialog, you can modify all the properties of the selected news server.

What Happens When You Click

Double-clicking on a news server in the Explorer opens the news server. Select the Show - All Groups command in the context menu to display a hierarchical structure of the newsgroups. (This is the default setting). If you select Active Groups or Subscribed Groups, only these groups will be listed.

Clicking on a newsgroup in the Explorer lists the titles of the articles in the Beamer, and also opens a blank mail/news document in the work area.

The contents of an article can be viewed in the work area by double-clicking the article in the Beamer. The StarOffice Help provides detailed information about this topic.

What Happens When You Update and Synchronize

If you update a news server (not the news groups) in its context menu, a list with the new groups is required. You are also asked the number of the oldest and the most recent news of the groups subscribed. When synchronizing the news server, a complete list with all news groups is read anew.

If you update one news group or a few marked news groups you are asked the number of the oldest and the most recent news of the groups. After that, the subjects of the most recent news are loaded in the marked groups, if necessary the contents of the unknown news are also loaded and the old news (existing in the local cache but not in the server) deleted. The news marked are not deleted - this is useful only if you have locally stored the contents of the marked news.

While synchronizing the marked news group(s), the server is asked the oldest and most recent article. After that, all subjects - new as well as old ones - and all contents not yet available in the cache are loaded (in case you want to store the contents locally). Here again all old news is locally deleted.

FTP Servers

FTP servers are computers that can be accessed over the Internet. They make folders and files available as if they were folders and files on your own hard disk. Of course, transmissions over the Internet take longer than to access the hard disk on your computer or on your company network, but other than that, working with FTP servers is not much different. Besides publicly accessible servers which allow you to login anonymously, there are some FTP servers which require a name and password.

How to Create an FTP Icon and Define its Properties

You may enter as many FTP servers in the Explorer as you like. To create a new FTP server, select the EXPLORER entry or folder where you want the server to appear, and in the context menu choose NEW - FTP SERVER. A dialog box appears where you can specify the URL and the access conditions, as well as a name for the FTP server entry.

> If you know which folder you want to access on the FTP server, you can enter the entire path to that folder in the URL field. If the FTP server requires a login with a user name and password, you also may enter this data in advance. The complete URL should appear as: ftp://user:password@host:port/filename

The properties of an FTP server can also be modified at any time with the PROPERTIES command via the context menu.

What Happens When You Click

Double-clicking on an FTP server in the Explorer or the Desktop opens the FTP server. The first level of the directory hierarchy or the folder entered in the URL field of the Properties dialog is displayed. If you do not want the current document to be replaced, hold down the (Ctrl) key while clicking.

What Happens with Drag & Drop

The exchange of files between your hard disk and an FTP server is especially easy with drag & drop. Simply display the desired file in the Beamer and then drag it into the target folder in the Explorer. The name of the target folder on the FTP server must already be visible in the Explorer, as in this case the directory hierarchy of the Explorer will not open automatically when the pointer rests on a folder.

If you exchange files with an FTP server using drag & drop, the files are always copied, not moved. However, you can create a link by simultaneously holding down the (Ctrl) key and Shift. This allows you, for example, to create bookmarks for interesting folders on an FTP server.

What Happens When You Update and Synchronize

A file completely available in the cache will be re-loaded when you update it via FTP protocol. If the file is partially available, the remainder will be loaded via FTP; and if the file is no more available, it will be loaded anew via FTP. When synchronizing, according to its availability, a file is loaded immediately, anew or its remainder is loaded without acceding the cache.

If you update a FTP folder in the Explorer, the folder index is loaded via FTP. The contents of the new documents - usually stored locally - are loaded via FTP. While synchronizing a FTP folder, at first the folder index is loaded via FTP. After that, the subdirectories and the files of the FTP folder that are no more available in the server are deleted, even locally. The contents of the new documents - usually stored locally - are loaded via FTP. The contents of the documents which should not be stored locally, as well as the contents of interrupted downloads will be removed locally.

Subscriptions

The Subscriptions function automatically informs you as soon as the content on an Internet or Intranet page has changed. You can define how many levels you want to track links from the respective page.

Basics for Text Documents

For new StarOffice users, this section offers an introduction to writing, editing, and printing text documents. Since a minimal amount of prior computer and operating system knowledge is assumed, more advanced users might find parts of this explanation somewhat redundant. At least skim through it, however, since you may find some useful tips here.

Basics for Working with Text

Follow these instructions to begin entering text in a new document. To be on the safe side, click in the document with the mouse, so that it becomes the active window. If you have opened a text document for the first time, this step is unnecessary, since the window is then automatically active.

Entering New Text

Enter some text. Since the line break is controlled automatically, you do not need to worry about inserting breaks at the ends of lines. Press the Enter key only where you want to begin a new paragraph.

You may simply begin writing without worrying about typing errors. You can correct typing errors later, so you will not be interrupted by constantly having to move the cursor around. You can also format headings, highlight words, and make other changes after you have finished writing the text.

After you have become better acquainted with the styles, you might prefer to use a paragraph style while you write your text. Additionally, you can format successive paragraphs automatically by defining a next style. You can learn more about this topic in the StarOffice Help.

When you have finished writing your text, you might notice that single letters, words, and sometimes even sentences are unnecessary or simply wrong, and must now be deleted or changed. StarOffice offers several possibilities for editing text.

To move the cursor in a specific direction, you can either use the cursor keys (arrow keys) on your keyboard, or click the mouse button once at the desired position.

Inserting Text

To insert new characters into existing text, simply place the cursor at the position where the characters should be inserted and then enter the text. The text following it will be shifted as necessary.

If the text does not shift, but instead is overwritten by the new text, then the text document is in Overwrite mode instead of in the default Insert mode. You can switch between these modes by pressing the (Ins) key. The selected mode will be indicated in the status bar with 'INSERT' or 'OVER.' You can also toggle the mode by clicking this field in the status bar.

If you want to delete just one letter, the best way to do this is by placing the cursor directly after the letter and then pressing the Backspace key, (located just above the Enter key). The Backspace key deletes the character immediately to the left of the cursor. Alternatively, you can place the cursor directly in front of the letter to be deleted and press the (Del) key. This key always deletes the character immediately to the right of the cursor. As you delete, the characters automatically shift to fill the spaces.

To delete several adjacent characters simultaneously, you first have to select the area to be deleted. The simplest way to do this is with the mouse. Point with the mouse to the first character you wish to delete, press the mouse button and drag to the last character. When you release the mouse the selection will be highlighted. If you now press the Backspace or (Del) key, the entire selected area will be deleted.

There are several ways of selecting text. If you want to select an entire word, click it twice. A triple click selects the entire line. If you want to select a string of words, select the first word with a double-click. Instead of releasing the mouse button after the second click, hold it down while dragging over the remaining words. In this case, the selected area expands to enclose each complete word, so that exact "targeting" with the mouse is unnecessary.

Another way to select text is to click the first character of the area, press the Shift key, and then click on the last character of the area. Alternatively, you may use the arrow keys to move the cursor to the end of the area you wish to select. To select the entire text in your document, press (Ctrl) (A).

You can easily navigate within text or jump to another position via the keyboard with (Home), (End), (Page Up) and (Page Down). The (Home) key positions the cursor at the beginning of a line; the (End) key moves the cursor to the end of a line. When used with the (Ctrl) key, the cursor is moved to the beginning or end of the current document. The (Page Up) and

(Page Down) keys enable you to scroll through the pages of a document. Of course, the display moves in terms of screen pages, not printed pages.

With the key combination (Ctrl) and (PageUp) or (PageDn) you can switch between a header and the main text.

To switch between open windows use the key combination (Ctrl) and (Tab) or (Ctrl), (Shift) and (Tab).

Further key combinations are listed in the StarOffice Help.

The Direct Cursor

Using the direct cursor you can enter text at any position within the type area in your text document.

Press the Direct Cursor icon in the Main toolbar.

You can now click on any area in your text document and begin typing. StarOffice automatically inserts the corresponding number of spaces, tabs and blank lines in front of the first letter of the new text.

It is easy to quickly write a letter using the direct cursor: position the date on the right, the recipient on the left slightly indented, etc. However, you should use it only as a time-saver as it's generally better to use a personal letter template with the help of the AutoPilot.

Correcting Typing Errors

To replace one word with another, you do not need to delete it before inserting the new word. Simply select the word and type the word you want to replace it. Even if you enter only one new character, the typing replaces the entire selected text. In Insert mode, you can then enter further characters.

With StarOffice, you have a useful spellcheck function at your disposal. If you wish, you can even use it while entering text. Incorrectly spelled words will appear underlined in red. The spellcheck will be introduced in greater detail in a later topic.

Saving and Opening Documents

Newly entered text is lost as soon as you turn off the computer. To read, edit, and print the text again after restarting your computer, you must first store it as a file on the hard disk or on another permanent storage medium.

To save your current document, use the Save command in the FILE menu. To open a document, use the OPEN command in the FILE menu. In both cases, a dialog box appears that provides more information about the file location.

Assign your text document a name when you save it. You can, for the most part, choose any name you like (according to the restrictions of your operating system). Choose a descriptive name for the file so that you can easily find it later.

If you do not save your documents, any changes made to all opened documents may be lost after a power failure or a computer crash. Therefore, you should regularly save your documents as you work. Pressing the (S) key along with the (Ctrl) key is the easiest way to save a document. If the document is not yet named, a dialog box requests a name and a storage location for it. If the document is already named, the existing version is replaced by the current version of the document when you press (Ctrl) and (S).

In the status bar, you will find a field which displays an asterisk (*) if the current document has been changed with respect to the latest version on the hard disk (or if it has not yet been saved as a file).

Storing documents as files on electronic storage media has advantages. You can give files to other StarOffice users, so that they can open, edit and print the files on their computers. Transferring a file from one computer to the another is possible with a floppy disk, for example, or via a company network (Intranet). In addition, you can transfer documents to almost anywhere in the world via the Internet.

Printing Documents

After you have finished creating your document, you can print it if you're planning to send it by mail, for instance, or store it in a file folder. Many documents are not intended for printing, such as the StarOffice Help, graphics for Internet pages, presentations, etc. However, you may sometimes find it useful to print even these documents for easier proofreading.

To print your current document, you will need a printer hooked up to your computer, either directly with a printer cable or indirectly over a network. If neither one is immediately available, you may also print to a file. This saves the necessary print information in a file, which you can either send to a printer later or copy to another computer that is hooked up to a printer. This also allows you to print your document on printers not directly available to you, such as high-quality typesetting machines or high resolution color printers available in printing shops.

> Even if you have no printer, you must specify a printer driver. StarOffice requires this information before it can make fonts available and format your pages.

Printing is controlled primarily with the Print dialog, which is activated in the File menu. In this dialog box, you can select the desired printer (if you have more than one printer driver installed). This is also where you can specify whether you want to print a document in its entirety or only part of it, as well as how many copies you want to print.

> There are many different printer types, and their capabilities vary dramatically. Operating systems support printers by use of software modules called drivers. Drivers are programs designed to provide the printer capabilities to the applications running under a particular operating system. For this reason, the print functions can differ depending on the operating system, the printer driver, and the type of printer.

In addition to the general printing options already mentioned, you can set special printing options for individual document types in StarOffice. These options, which give you control over how the contents or pages of your document are printed, are described in detail in the StarOffice Help.

Printing Several Pages to a Sheet

With StarOffice its easy to print several pages of a text document on a single sheet of paper:

❐ Switch to the Page view (File - Page View).

❐ In the Object bar, you can choose to display two or four pages, or you can click on the Scale icon and define the amount of pages to show by setting the number of rows and columns.

❐ Click the Print Page View icon in the Object bar. In the Printer dialog you can access the printer properties dialog and switch between portrait or landscape format.

Printing Brochures

Text documents consisting of more than one page can be printed automatically as a brochure. Two pages of a text document will be reduced in size and printed next to each other on a page in landscape (horizontal) orientation, with print on both sides of the page. (Most printers require that you take out the paper after the first half of the printing process and feed it in again with the blank side of the page facing upward). StarOffice automatically arranges the pages so that you can read them as a brochure if you simply put the pages together, fold them in the middle, and staple them.

A more detailed description of printing brochures can be found in the Advanced Tips of the User's Guide.

Additional Printing Functions

When printing graphics or tables, either separately or embedded in text, it's especially useful to view the page layout exactly as it will be printed. This allows you to make adjustments such as as setting an optimal margin width or inserting a page break where it makes the most sense (for instance, when printing a large table). You can see a preview of the page layout with the PAGE VIEW command in the File menu.

If the current document is a web document written in the page description language HTML, the PAGE VIEW option will not be available.

After activating the page view, you can switch between different viewing scales. The default is set to two letter-size pages next to each other, starting with page 1, and successive pages with odd pages on the right and even pages on the left.

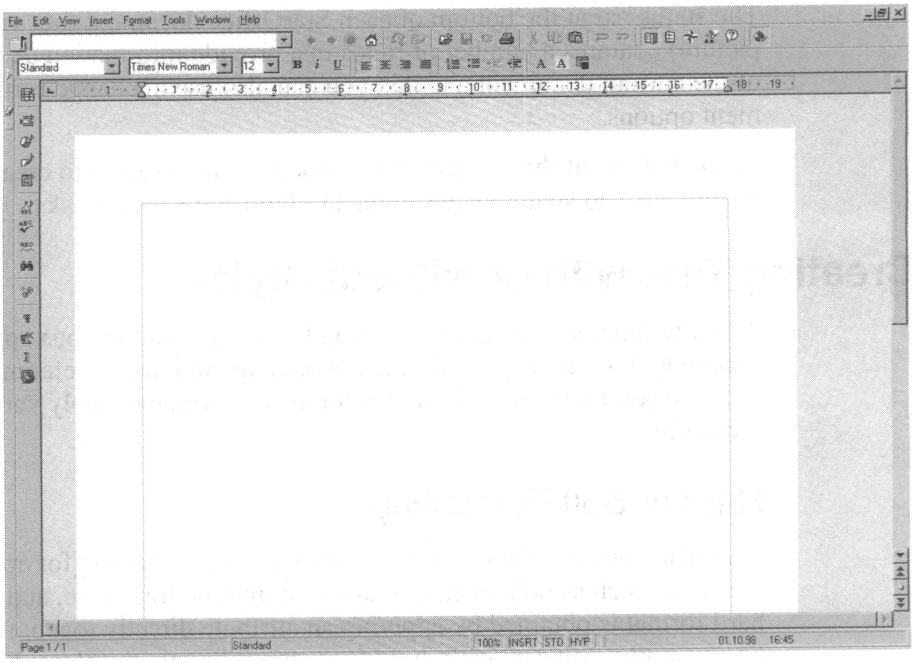
You can switch the page view to display four pages or, with the SCALE icon in the Object bar, you can specify any number of pages to display. When viewing multiple pages simultaneously above and beside each other, you are not limited to an on-screen display; you may also print the page preview. If you have a high-resolution printer, you will still be able to read the text even though it will be considerably reduced in size.

Finally, if you are annoyed by having to rearrange your pages when your printer spits them out in reverse order, StarOffice allows you to eliminate this problem forever. In the Print dialog, click the OPTIONS button, and choose the REVERSE option under PAGES. Your printer will then print out the pages of the document in reverse order.

The Toolbars

If you open a new text document in StarOffice, the display of some of the toolbars will change. In a text document, for example, the object bars and toolbars display the icons necessary for editing text.

Assuming that you have just started StarOffice for the first time and then click the New button in the task bar to open a new Text Document, the work area will appear as follows:


File Edit View Insert Format Tools Window Help
Standard
Times New Roman
12
B i U
A A
Page 1 / 1
Standard
100% INSRT STD HYP
01.10.98 16:45

The Object bar, or more precisely, the Text object bar appears above the work area. It contains list boxes and icons used to modify either selected text or text at the cursor position.

> To quickly become familiar with the various icons, you can activate the Help - Tips. If you rest the mouse pointer above an icon, the name of the icon will appear, and in the status bar you will see a short description of the function. If you select Extended Tips in the help menu, the description will appear directly in the help tips when you point to menu entries or elements in dialogs.

In the horizontal ruler directly under the Text object bar, you can see the margins, indents, and tabs for the current paragraph. If you wish, a vertical ruler can also be displayed. You can adjust this and other viewing options under TOOLS - OPTIONS - TEXT DOCUMENT - LAYOUT.

At the left of the work area, the Main toolbar is displayed. You will find several interesting floating toolbars there. These are special icons that turn into floating toolbar windows when you drag them into your document with the mouse.

The status bar at the bottom of each StarOffice document (not visible in the picture) contains a number of fields that provide information about the status of the current document and that you can also use to change certain document options.

At the bottom of the window is the task bar which serves to create new documents and switch between the Desktop and various tasks.

Creating Text with or without Styles

A text without any special formatting has a very monotonous appearance. To outline text, to highlight individual words, quotations, or references, or to separate certain parts of the text from the rest, you can apply various types of formatting.

Hard or Soft Formatting

StarOffice offers a choice between hard or soft formatting for applying text attributes such as bold or italics, and defining the font, type, and font size. A hard format is obtained by applying an attribute directly to a portion of text. For example, you can apply bold formatting directly to selected text by clicking the BOLD icon in the Text object bar. Soft formatting applies a style to the text. The style is a named set of defaults for formatting text. What is the difference between hard and soft formatting?

Hard formatting is more appropriate for one time use. If, for example, you want to make a word bold, just position the cursor in the word and click the Bold icon. This works quickly and intuitively.

Soft formatting with styles is always preferable if you are applying several formats at the same time and/or if you need to use a format at several points within your text. They become especially important if you want to experiment with the appearance of the formatted text. Styles require more advanced planning. You initially need to create the style (which, thanks to the Stylist, can be done quickly and easily). Only then can you apply the style to your text, using the Stylist. you will really appreciate the advantages of working with styles when making extensive formatting changes.

Assume you have formatted each of the headings in a long text with 24 point Helvetica font and underlining. If you need to change all the headings to 20 point Times font with double underlining, it would take a long time to modify by hand. But if you defined the formatting as a style, for example, with the name "Head1" and applied it to the headings, simply changing the "Head1" style automatically modifies all headings accordingly.

Using Styles in StarOffice

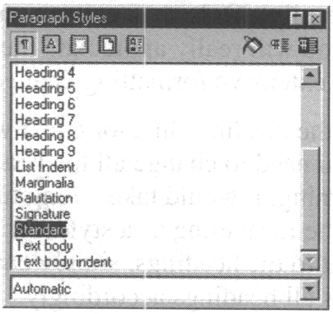
The styles for characters, paragraphs, frames, numbering and pages (or cells in spreadsheets) are always saved with the document. When the document is opened again, the styles still apply to all formatted objects. You can also copy the styles from one document to another. Styles with the same name will be overwritten or not replaced, as you choose.

Every document, together with the styles it contains for characters, paragraphs, frames, numbering and pages, can be saved as a document template. If you then open a new document based on a certain template, you can use all the styles contained in it.

When you start StarOffice for the first time certain default settings apply to all document types. When you open a new document with FILE - NEW - DOCUMENT, it is based on the settings in the standard template. You can define any document as a standard template, meaning that any new document you open will contain the custom styles you have defined in the template document.

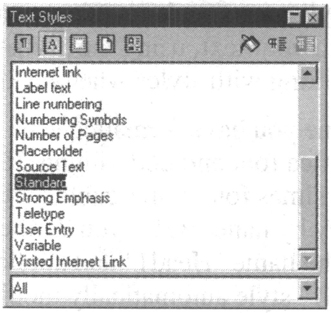
The Styles in the Stylist

Open the Stylist with the command in the FORMAT menu or by pressing (F11). You can also click on the icon in the Function bar. A detailed description of all options in the Stylist is found in the StarOffice Help.



Heading 4
Heading 5
Heading 6
Heading 7
Heading 8
Heading 9
List Indent
Marginalia
Salutation
Signature
Standard
Text body
Text body indent

Automatic



Internet link
Label text
Line numbering
Numbering Symbols
Number of Pages
Placeholder
Source Text
Standard
Strong Emphasis
Teletype
User Entry
Variable
Visited Internet Link

All

In the beginning, the whole concept of working with styles may seem strange. But once you have worked with them a couple of times, you will see the advantage of using them to format text. Let's take a look at the Stylist.

At the top left of the Stylist, the five icons enable you to switch the display between paragraph, text, frame, page and numbering styles. The available styles are listed in the main area of the Stylist. However, only the styles in the category selected in the list box at the bottom of the Stylist are displayed. For example, if "Automatic" is selected, StarOffice will attempt to determine from the current context which styles may be appropriate in this case. If you want to view all styles, switch to "All."

Activate the Paragraph Styles display, if it is not already selected, by clicking on the icon at the far left in the Stylist. You then see a display similar to the one in the left illustration above. Double-click an entry in the list of paragraph styles to apply the selected style to the paragraph in which the cursor is currently positioned. Double-clicking on another entry correspondingly modifies the formatting of the current paragraph.

With (Ctrl) (Z), you can undo the last action. Repeatedly using this key combination will undo the next-to-last action and so on. The StarOffice Help provides more information on this function.

In the illustration above at right, the Stylist displays a list of available Text Styles. These styles do not modify the whole paragraph, but only the single word in which the cursor is currently positioned or a selected portion of text. Experiment with these styles as well.

The names of the styles give an indication of the intended purpose. If you want to find out exactly what each style does, click once on the style in the Stylist. Next, activate the context menu and select the MODIFY command. In the dialog that appears, you will see exactly how the style is defined. Close the dialog with CANCEL if you do not want to modify the selected style.

You can use or modify the provided styles or define and use your own. It's best to start by selecting a style in the Stylist (by clicking once), which you want to use as a starting point for creating your own style. Then you only have to enter the attributes that differ from the original style, because the remaining attributes are "inherited" by the new style.

Certain text attributes can be modified with the use of style types. See the following table for a partial selection.

Style Type	**Attribute**
Text Styles	Font Style, Font Size, Language
Paragraph Styles	Indents and Spacing, Alignment, Hyphenation, Tabs
Page Styles	Header, Footer, Margins, Columns
Frame Styles	Position, Anchoring, Borders
Numbering Styles	Numbering Type, Outline, Bullets

How to Create a New Text or Paragraph Style

Using the Stylist, you can easily create new styles:

☐ First of all, apply hard formatting to any characters or paragraphs, which you want to subsequently define as a new style. You can do this either via the icons in the Text object bar or by selecting the Character or Paragraph command in the Format menu.

☐ Select the text or paragraph containing the new formatting. For words or paragraphs, simply position the cursor in the respective word or paragraph.

☐ At the top of the Stylist, click on the New Style by Example icon. The Create Style dialog box appears.

☐ Enter a name for the new style and click OK.

As you can see in the Stylist, you have defined a new style in the "Custom Styles" category. You can now use the new style in formatting your document.

You can also create a new style by modifying an already existing one according to your preferences. To do this, first apply the style you want to use as a base to a character or paragraph. Then modify the formatting in the text and save the changes as a new style.

☐ Position the cursor in the text or paragraph to be formatted and double-click in the Stylist on the style you want to modify.

❐ Modify the formatting in your text to your specific needs using the Text object bar or the CHARACTER OR PARAGRAPH dialog.

❐ In your text, select the characters or paragraph containing the new formatting. For words or paragraphs, simply position the cursor in the respective word or paragraph.

❐ At the top of the Stylist, click on the icon NEW STYLE BY EXAMPLE and enter a name for the style in the dialog box. Click OK.

The following example demonstrates how to define a paragraph style for a subtitle. Assume you have several subtitles in your text which you want to format with a custom paragraph style.

❐ Position the cursor in a paragraph in the text that you want to format with the new paragraph style.

❐ Apply a paragraph style to the paragraph as an initial format. This way you do not need to define all attributes yourself. For example, double-click on the paragraph style "Heading1" in the Stylist.

The paragraph is now formatted as "Heading 1." Now you can make any desired changes, such as formatting the subtitles to appear in italics.

❐ Select the entire paragraph. It will appear highlighted.

❐ Modify the text style by selecting an italic font in the CHARACTER dialog or by clicking on the ITALICS icon in the Text object bar.

❐ In the Stylist, click on the NEW STYLE BY EXAMPLE icon and enter a name for the new style in the dialog box, in this example, "Head1." Click OK.

The new custom paragraph style "Head1," can now be used for all your subtitles. The hard formatting applied with the ITALICS icon is converted to soft formatting because of the new style.

To apply a style to text, position the cursor in a paragraph and double-click on the desired style in the Stylist.

How to Create a Document Template

To apply the newly defined paragraph or text styles in other documents, create a document template. When you create a document template from an existing document, it contains all styles of the current document.

❐ If you wish, you can delete all text from the current document, leaving only the styles.

❐ Activate the menu command FILE - SAVE AS.

❐ Select the file type "StarWriter 5.0 Template." Use the DEFAULT button to go to the template directory. The dialog will automatically display the template directory. Select a location and enter a name for your new document template.

Later, you can open a dialog with FILE - NEW - FROM TEMPLATE... and select a template to be used in creating a document. The defined text and paragraph styles will then be available for the new document.

Advantages of the Stylist

You now have learned how to apply the styles in the Stylist to your text, and you even know how to create your own styles. The advantage of styles is that you do not need to keep defining them. Therefore, you can quickly and easily apply the desired formatting to your text. However, the Stylist offers even more options. If you use them in your work, you will discover that the Stylist is a very powerful tool.

Quick Formatting of Multiple Paragraphs

In this example, you have applied the same "Head1" paragraph style to multiple paragraphs. The Stylist can save you a lot of time by applying styles to several paragraphs at once.

❐ In the Stylist, select the style you want to apply to multiple paragraphs. Click once on the name of the style.

❐ At the top of the Stylist, click on the FILL FORMAT MODE icon. The mouse pointer changes to a symbol indicating this mode as soon as you move back into the document.

❐ Click once on every paragraph in the text you want to apply the selected style to.

❐ Finally, to switch off this mode, click the icon again or press the Escape key.

A Simple Modification to a Style

After having formatted all headings with the new "Head1" style, you may decide that it would look better if the headings were spaced with slightly wider gaps between the letters. Select the longest heading and increase the defined spacing until it fits onto one line without a break. All other headings should be spaced in exactly the same way. In this case, simply modify a paragraph formatted with the "Head1" style, and then add the changes to the style, making it valid for all paragraphs of this type.

❐ In the text, select the longest heading formatted with the "Head1" style. Click three times in the heading to select the entire line.

❐ Modify the formatting however you like. For this example, increase the character spacing in the CHARACTER dialog via the Format menu or the context menu. In the SPACING list box on the FONT EFFECTS tab, select the expanded option. Use the spin buttons to increase the spacing, so that the heading becomes wider. Close the dialog with OK.

❐ Now you have additionally used hard formatting on one of the headings formatted with the style "Head1". Both the total of hard and soft formatting should now be added to the "Head1" paragraph style. This style is still selected in the Stylist.

❐ At the top of the Stylist, click the UPDATE STYLE icon. All headings formatted with "Head1" will be automatically reformatted with the modified style.

The Standard Template

When you open a new document, it is based on formatting defined in the standard StarOffice template. The default fonts of the standard template can be modified under TOOLS - OPTIONS - TEXT DOCUMENT... - STANDARD FONTS .

If you realize that you keep modifying the formats in your document to adjust the page layout to your preferences, then you should create a new standard template. As described above, define a document template and save the template or a link to it in the Office50/Config/New folder, making the template available when creating a new document. You can create your own STANDARD TEMPLATE if you proceed as follows: Create a new or open an existing document containing the format you want to apply as default. You can empty it and then save it in a directory that is always accessible for you, e.g., Office50/Config/New. Make this directory contents appear in the Desktop window, e.g., by double-clicking the entry in the Explorer window ("Workplace - C: - Office50 - Config - New"). Select the SET DEFAULT TEMPLATE option to choose the type of document for which to apply this document as default template.

In order to reset to the original settings for the DEFAULT TEMPLATE, repeat the procedure as described above, using the contect menu of the template document displayed in the desktop to re-select the Set Default Template option the latter for the chosen document type (e.g., HTML document).

Organizing Document Templates on the Desktop

The StarDesktop provides a quick and convenient way to manage document templates without using menus and dialogs.

How to Create a Custom Document Template on the Desktop

☐ Write the document that you want to use as a template for later documents. Apply the desired formatting and modify the character and paragraph styles as necessary. Insert graphics and fields, for example, to automatically update the date in your document. You can use text, spreadsheet, presentation or drawing documents as templates.

☐ Assign a name to the document and save it anywhere on your hard disk.

☐ Switch to the Desktop by clicking the DESKTOP button in the task bar.

☐ On the Desktop now create a new link which refers to the saved document. Click NEW - LINK... in the context menu to open the PROPERTIES OF LINK dialog.

☐ Enter a name for the link, for example NEW LETTER. Switch to the BOOKMARK tab

☐ Click the FILE... button and select the desired file from the file selection dialog.

☐ Finally, be sure to select the OPEN AS TEMPLATE check box.

☐ Click OK.

☐ In the Desktop, open the context menu and select the UPDATE command to refresh the Desktop display. The new link (e.g. NEW LETTER) to the file will then appear.

☐ You can now double-click the template on the Desktop whenever you want to write a new letter.

☐ The new letter contains all the objects, styles and formats you defined in the original. The new letter is "Untitled," so when you save it you will automatically be asked to assign a name and specify the location where you want to store the document. The template will not be overwritten and can be used as often as you like.

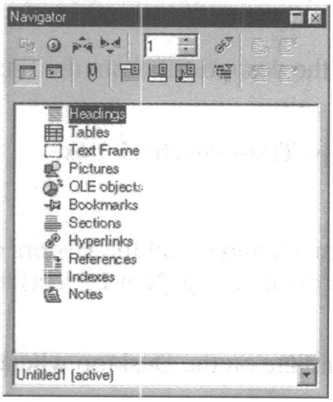
You can carry out the same step, but this time do not check the OPEN AS TEMPLATE box, and assign a name such as TEMPLATE FOR NEW LETTER. An icon appears on the Desktop which you could move to a new folder there, for instance, named "Templates." This allows you to change your template at any time with just a double-click.

The Navigator

In addition to the Stylist, which helps you format the document, the Navigator is another essential tool in StarOffice. The Navigator enables you to move exactly to a desired position in your document. Additionally, the Navigator provides useful information about the contents of the entire document at a glance.

However, the Navigator is capable of much more. For example, in text which you have structured with headings, you can change the order and hierarchy levels of whole chapters and subchapters simply by clicking the corresponding icons in the Navigator. Or use the mouse to drag a file from the Beamer into the Navigator. You can then copy parts of this file into the current document by dragging them from the Navigator. Follow this link for more details.

Activate the Navigator by choosing the corresponding item in the Edit menu.



The illustration shows one way in which the Navigator might appear. In the StarOffice Help you can find a comprehensive description of all the Navigator options.

Jumping to a Specific Page

One of the main features of the Navigator is that it enables you to quickly jump to specific pages in long documents. If the Navigator is not yet open, just double-click on the display of the current page number in the status bar to open it. To close the Navigator, double-click again on the display field in the status bar.

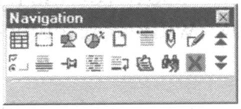
At the top left of the Navigator is a spin box for selecting the number of the desired page. Press the Enter key to display the corresponding page of your document. The cursor moves automatically to this page.

Of course, there is also a keyboard shortcut for this process. Just press the key combination (Ctrl) (Shift) (F5) to move the cursor to the spin box and enter a new page number directly. Finally, simply press the Enter key.

Moving among objects in text

Clicking on the Navigation button at the top of the Navigator opens a list box where you can choose the type of object. If you select "Picture" in the list box and click the Previous or Next buttons, the cursor jumps to the next or previous graphic in your document. This also works for tables, frames, sections and notes.

You can select further objects in your documents within the main area of the Navigator. You will find additional entries for headings, OLE objects, hyperlinks and references. A plus sign in front of an entry in the Navigator indicates that one or more of this type of object exists in the selected document. These objects can be listed by clicking on the plus sign or by double-clicking on the entry. Double-click again on one of the object names to display it in the document and move the cursor to that position.



With the help of the Navigator, you can jump to any object in your document. Alternatively, use the Navigation buttons in the vertical scroll bar at the bottom right of the document window. This is also a floating bar that can be positioned at any location on the screen. Click on the type of object in the Navigation toolbar to which you want to jump, and then click the respectiv arrow icon to go to the previous or next object in your document.
During a search (Ctrl+F) you can use the Previous/Next buttons in the Navigator scroll bar to reverse the search direction.

Moving between Reminders

In the Navigator, you can also set temporary reminders that stay in effect until you close the document. This method makes it easy to move between particular locations in the document, for example, if you want to look something up or add something later.

❒ Position the cursor at the position in the text where you want to set a reminder.

❒ Click the icon Set Reminder in the Navigator. The reminder will not be visible in the document.

❒ If you want to jump to a reminder, open the Navigation bar by clicking the respective icon at the top left of the Navigator, and select the entry "Reminder". You can now move through the reminders by clicking the Previous and Next icons.

Other Navigator Features

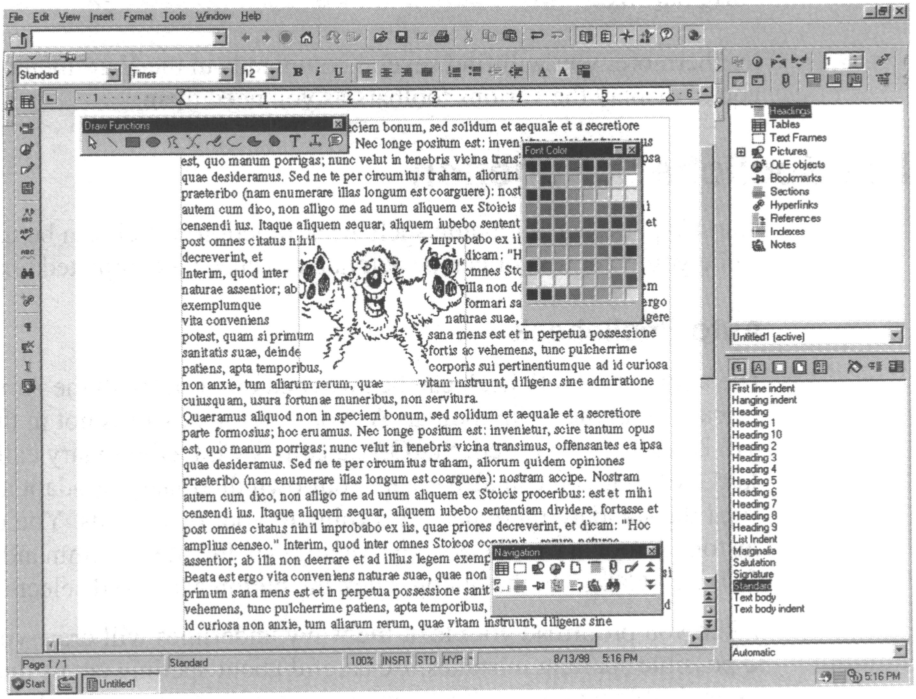
The Navigator is especially helpful for longer documents, if you want information about the contained objects. For example, if you load an HTML page from the Internet, a glance in the Navigator will show you the hyperlinks contained in the page. (Even hidden hyperlinks without reference text will be displayed.)

The Outline mode enables you to order and rearrange entire chapters and subchapters, providing you have formatted them with the "heading" styles, which are defined for outline numbering. A comprehensive description of this function is provided in the StarOffice Help.

Arranging Windows on the Screen

After opening a new text document, you will notice that the work area is divided according to predefined defaults. As with almost all features of the StarOffice desktop, you can configure this layout as you prefer. You can position the various bars and windows on the desktop wherever you like, hide or display them, and change their sizes.

The following illustration shows one possible arrangement of the elements in the StarOffice window:



File Edit View Insert Format Tools Window Help
Standard
Times
12
Draw Functions
Font Color
Navigation
Headings
Tables
Text Frames
Pictures
OLE objects
Bookmarks
Sections
Hyperlinks
References
Indexes
Notes
Untitled1 (active)
First line indent
Hanging indent
Heading
Heading 1
Heading 10
Heading 2
Heading 3
Heading 4
Heading 5
Heading 6
Heading 7
Heading 8
Heading 9
List Indent
Marginalia
Salutation
Signature
Standard
Text body
Text body indent
Automatic
Page 1 / 1
Standard
100%
INSRT
STD
HYP
8/13/98 5:16 PM
Start
Untitled1
5:16 PM

eciem bonum, sed solidum et aequale et a secretiore
Nec longe positum est: inven
est, quo manum porrigas; nunc velut in tenebris vicina trans
quae desideramus. Sed ne te per circumitus traham, aliorum
praeteribo (nam enumerare illas longum est coarguere): nost
autem cum dico, non alligo me ad unum aliquem ex Stoicis
censendi ius. Itaque aliquem sequar, aliquem iubebo sentent
post omnes citatus nihil improbabo ex ii
decreverint, et dicam: "H
Interim, quod inter omnes Sto
naturae assentior; ab illa non de
exemplumque formari sa
vita conveniens naturae suae,
potest, quam si primum sana mens est et in perpetua possessione
sanitatis suae, deinde fortis ac vehemens, tunc pulcherrime
patiens, apta temporibus, corporis sui pertinentiumque ad id curiosa
non anxie, tum aliarum rerum, quae vitam instruunt, diligens sine admiratione
cuiusquam, usura fortunae muneribus, non servitura.

Quaeramus aliquod non in speciem bonum, sed solidum et aequale et a secretiore parte formosius; hoc eruamus. Nec longe positum est: invenietur, scire tantum opus est, quo manum porrigas; nunc velut in tenebris vicina transimus, offensantes ea ipsa quae desideramus. Sed ne te per circumitus traham, aliorum quidem opiniones praeteribo (nam enumerare illas longum est coarguere): nostram accipe. Nostram autem cum dico, non alligo me ad unum aliquem ex Stoicis proceribus: est et mihi censendi ius. Itaque aliquem sequar, aliquem iubebo sententiam dividere, fortasse et post omnes citatus nihil improbabo ex iis, quae priores decreverint, et dicam: "Hoc amplius censeo." Interim, quod inter omnes Stoicos co
assentior; ab illa non deerrare et ad illius legem exemp
Beata est ergo vita conveniens naturae suae, quae non
primum sana mens est et in perpetua possessione sanit
vehemens, tunc pulcherrime patiens, apta temporibus,
id curiosa non anxie, tum aliarum rerum, quae vitam instruunt, diligens sine

As you can see, there are various ways to arrange the elements on the screen - some more logical than others.

At least in the beginning, it's a good idea always to keep the Navigator and Stylist visible. Both windows are of great help when working with text documents. By familiarizing yourself with these windows you will quickly become acquainted with the advantages of modern word processing. Once you are more familiar with StarOffice you may prefer to display and hide the desired windows as needed via simple keystroke commands or by clicking the icons in the Function bar.

All docked windows on the sides of the Desktop can be hidden. Yuor document thus has maximum space on the screen, giving you plenty of space when drafting your text. To view the window again, click the Show icon at the respective side of the Deskop where the hidden window is docked.

The illustration also shows the floating toolbars. These can be dragged from the Main toolbar and positioned anywhere on the screen.

> By clicking on the title bar of a floating window you can reduce it so only the title bar is visible. Another double click restores the window to its original size.

Furthermore, you will find several commands in the View menu that allow you to display the various toolbars as you need them.

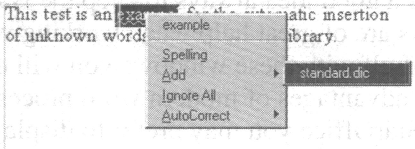
The Spellcheck Function

StarOffice has an automatic spellcheck function, which can be used either while you enter text or can be activated to check a completed text.

Auto Spellcheck

The automatic spellcheck can be switched on or off with the Auto Spellcheck icon in the Main toolbar. As you enter text, words not in the dictionary will be underlined in red. StarOffice comes with a dictionary called "Standard.dic," but you can also create your own dictionary or adapt and supplement the standard dictionary according to your own needs. You can create a custom dictionary in the Spelling dialog, via the menu command Tools - Spelling - Check. In the dialog, click the button More and select Options.

When you proofread your text, the wavy underlines will draw your attention to possible spelling mistakes. Be careful about spelling errors that form other recognizable words (such as "cat" instead of "rat," for example). As long as the automatic spellcheck is activated, the red markings can be seen on the screen, but they will not be printed.



The easiest way to correct misspelled words is to click on the word with the right mouse button. You will then see a context menu which offers some correctly spelled alternatives to choose from, if any can be found in the dictionary you're using. When you click one of the suggested words, it replaces the underlined word in your document. If the word marked in red is spelled correctly and you want to add it to your dictionary, you can do this with the context menu as well.

If you know you frequently misspell a particular word, you can make your work much easier by using the suggestion in the context menu to replace the word. If you click on the suggested word, StarOffice will not only replace the word underlined in red, but will also remember this replacement for the rest of your current StarOffice session. As soon as you make the same typing mistake, StarOffice automatically replaces it with the correct word.

Starting the Spellcheck

To check your entire text for spelling mistakes, select the command Spelling - Check in the Tools menu. The dialog options are described in detail in the StarOffice Help.

When you add an unknown word to your dictionary, you can define the breaks for the automatic hyphenation at the same time. Indicate the hyphenation positions with an equal sign (=). If you place the equal sign at the end of a word, it will never be automatically hyphenated.

> In an HTML document, only formatting options supported in the page description language HTML are available. The hyphenation option is not supported.

How to exclude text from spellchecking

If you want to exclude certain areas, words or tables from the spellcheck, perhaps because they are in a foreign language for which you have no module, then assign "None" as the language. You can either use hard formatting to do this (Select text then Format - Character, Font tab) or modify the corresponding style for the text (context menu - Edit Paragraph Style...).

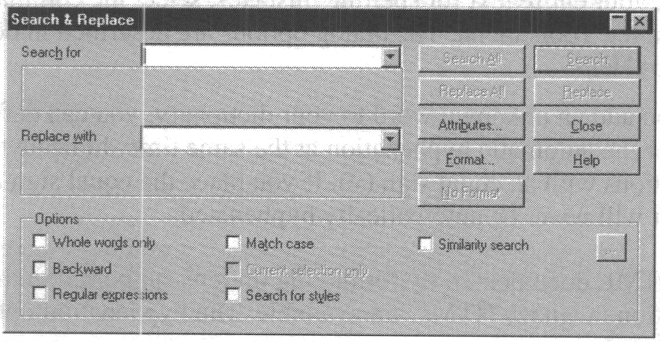
Search and Replace

The ability to quickly find specific text strings is a very useful word processing function. With the Search function in StarOffice, you can search for variations of key words, even with multiple deviations allowed, or restrict the search to specific locations in the document, such as the beginning of words or the end of paragraphs.

The strings found in the text can be replaced by other strings with or without confirmation.

Searching for a Word in Text

Imagine you have read (or even written) the word "Holland" somewhere in a long text. Now you want to return there, but can no longer remember the exact location in the text. In this case, activate the Search function with (Ctrl) (F). Type the word you want to find and press Enter.


Search & Replace
Search for
Replace with
Search All
Search
Replace All
Replace
Attributes...
Close
Format...
Help
No Format
Options
☐ Whole words only
☐ Backward
☐ Regular expressions
☐ Match case
☐ Current selection only
☐ Search for styles
☐ Similarity search
...

StarOffice begins the search, starting at the current cursor position. When the end of the document is reached, a dialog appears, asking if you want to continue the search at the beginning of the document. Press the Enter key to confirm. If the text string is found, it will be highlighted.

The Search and Replace dialog remains open. You do not need to close it and can move it any place on the screen. However, if you do close it, it retains the previously entered strings, so you do not have to enter them again for the next search.

StarOffice offers a practical multiple selection function in combination with the Search All button. For example, if you want all the words "bold" in your text to appear in bold, enter this word under Search For and click on Search

ALL. All matches will be highlighted. You can then simply click on the BOLD icon in the Text object bar to format all matches at once.

If you want to search for several words at the same time, enter each word separated by a vertical line (|). If, for example, you enter "Holland|Netherlands," then both words will be searched for. However, in this case, the REGULAR EXPRESSION check box must be selected.

As you can see in the dialog, there are several ways of expanding or restricting your search in both the Options group box and with the buttons. Examples of each option are described below.

Searching Only for Whole Words

Select the WHOLE WORDS ONLY option if you only want to find whole words that match the search word. For instance, if the word "in" is entered as the search term under SEARCH FOR, all instances of "in" or "In" as stand-alone words in the text are found. Words like "bin" or "chin" will not be found if this check box is selected. If you are searching for regular expressions or styles, do not select this option.

Match Case

When this check box is selected, the search is case-sensitive to upper and lower case letters. So if you search for "in," it will be found, but not the word "In." You can combine a case-sensitive search with the WHOLE WORDS ONLY search option.

Regular Expressions

You can also use wildcards within the search word. In this case, select the REGULAR EXPRESSIONS option. If you enter "c*an" as a search word, then any number of "c"s can appear before the "an", but do not necessarily have to. Thus, the words "an," "can," "ccan," etc., are found and highlighted. For special functions, many other wildcards are permitted, as described in the StarOffice Help. Note that these wildcards are not the same as * and ? in file selection dialogs.

Searching Backward

If you are searching for a specific word in a particular place, as is often the case in a long text, you will probably enter the word under SEARCH FOR and then skip each irrelevant location by repeatedly clicking the SEARCH button.

However, it can easily happen that you click Search once too often. In this case, select Backward and click again on Search to return to the previous location of the search string in the text.

Current Selection Only

Select this option if you do not want to search the entire document. The search will be restricted to the range selected in the document. If you select a text before activating the Search command, then the search automatically takes place only within the selected range.

Search for Styles

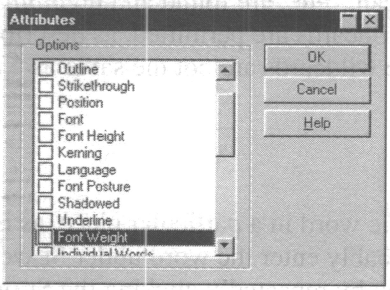
Among other things, this option enables you to reformat all or part of a text. For example, text formatted with the style "Heading 2" can be replaced with the style "Heading 3." Select the paragraph style in the list box under Search For. Then select the new paragraph style in the Replace with field.

Start the replacement process with the Replace button. All matching strings found in the text will be displayed one after the other. You can decide each time whether to replace the string found in the text, to replace this and all other strings found in the text, or to cancel the process.

Only paragraph styles can be searched for and replaced. If you want search for or replace a numbering style in the document, this is only possible if the numbering has been assigned to a paragraph style.

Attributes

Click the Attributes button to open a dialog in which you can select specific text attributes to search for within a document. StarOffice will then find all attributes that differ from the format of the current paragraph style.



Selecting the Font Weight field, for example, finds all words with a heavier than normal font, such as words assigned the Bold attribute through hard and soft formatting. This also includes words with a font defined as a bold type, such as fonts that have "Bold" or "Black" in their name. The other options are described in the StarOffice Help for text documents.

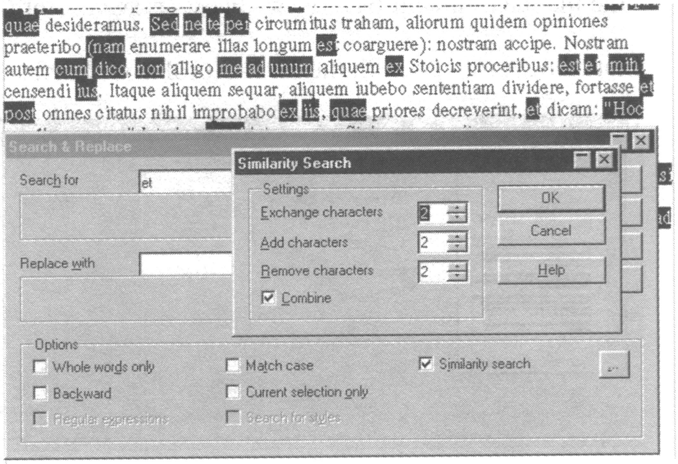
Search for Specific Formats

Click the Format button to open a dialog in which you can select the specific formats to search for. For example, if you have manually centered a few lines in your text, you can search for them using the options in the Text Formats (Search) dialog.

If you want to replace the found attribute with another, first position the cursor in the Replace With field. Next, click the Format button and then choose the replacement attributes. The selected attributes are listed in the Search For and Replace With fields. If you do not indicate the replacement for the attribute found in the text, the default settings are automatically applied.

Similarity Search

With this function, you can look not only for the search word itself, but also other words spelled similarly. Define the degree of similarity by entering values with the spin buttons next to each option. The variations can be very complex to regulate. As a test, enter the search text "et" and click OK to activate the similarity search.



quae desideramus. Sed ne te per circumitus traham, aliorum quidem opiniones praeteribo (nam enumerare illas longum est coarguere): nostram accipe. Nostram autem cum dico, non alligo me ad unum aliquem ex Stoicis proceribus: est et mihi censendi ius. Itaque aliquem sequar, aliquem iubebo sententiam dividere, fortasse et post omnes citatus nihil improbabo ex iis, quae priores decreverint, et dicam: "Hoc

Search for: et

Exchange characters: 2

Add characters: 2

Remove characters: 2

☑ Combine

☐ Whole words only

☐ Backward

☐ Regular expressions

☐ Match case

☐ Current selection only

☐ Search for styles

☑ Similarity search

You can get a good idea of the effect of the various settings if you start a similarity search with Search All. All strings found in the text will be highlighted and you can easily see how each word resembles the search word. The StarOffice Help offers detailed information about the similarity search.

Using Automatic Functions

StarOffice supports your work with a range of intelligent aids, accordingly prefixed with "Auto." This introduction will familiarize you with the AutoPilot for Letters, AutoCorrect, and AutoText. The StarOffice Help provides a comprehensive description of these functions.

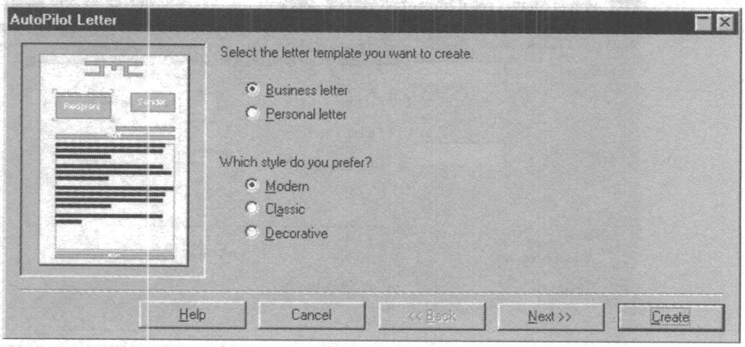
Creating a Letter Template with the AutoPilot

If you are writing a personal letter, the AutoPilot and standard text blocks are not essential, but in formal business correspondence these aids can save you a lot of time and make your work much easier.

You can find a more detailed description of the AutoPilots in the Advanced Tips section of this guide, and in the StarOffice Help. However, since it is so easy to create an attractive basic format for your letters, a brief, step-by-step introduction is given here, which will also help you see how StarOffice can assist you with more complex tasks.

> Keep in mind that the provided templates for letters, faxes, and many other uses are extremely useful as a basis for creating customized templates. For a complete list of predefined and custom templates, select the menu command File - New - From Template... or (Ctrl)(N).

Start the AutoPilot with the File - AutoPilot - Letter menu command.



Select the letter template you want to create.

● Business letter
○ Personal letter

Which style do you prefer?

● Modern
○ Classic
○ Decorative

In this short introduction, simply accept all AutoPilot defaults, and then print the result. You could click on the CREATE button right away, but to familiarize yourself with these procedures you should click NEXT on each dialog page, so that you have seen every page at least once.

Browse successively through the AutoPilot pages for creating a letter template. You do not have to enter data or modify options on all pages; however, each page allows you to make modifications according to your preferences for a business letter. Of course, senders and recipient addresses must be entered manually, but you can also choose which of the predefined elements you want to include in your letter.

Your return address will be automatically taken from the data that you entered during installation. You can change this data at any time by activating the command TOOLS - OPTIONS - GENERAL - USER DATA and entering new data.

Customized Document Templates

You do not need to go through all the steps of the AutoPilot each time you want to write a letter. Although the AutoPilot does produce a document that you can immediately fill in, print, and send, the main purpose of the AutoPilot is to help you create customized document templates.

The AutoPilot creates a template that you can edit, if you like, and then use as a template for your letters. This ensures that all your letters will have a consistent format. This also applies to other types of documents for which there is an AutoPilot (for instance, faxes).

Thanks to the AutoPilot, you can use preexisting text blocks instead of starting from scratch when creating your own templates, whether for business letters, faxes, memos, or other documents.

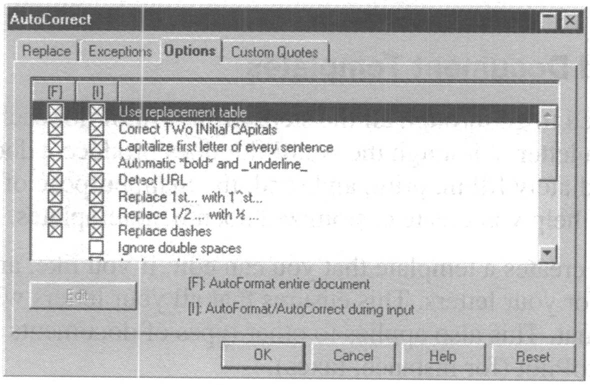
Using AutoCorrect and AutoFormat

StarOffice can format your documents as you type or whenever you specifically choose to do so. Once you have become familiar with using AutoFormat during input, you can draft your documents more quickly and effectively. Here are two examples:

If a paragraph begins with a minus sign followed by either a tab or a space, the AutoCorrect function will automatically reformat the paragraph as part of a bulleted list. The automatic bullets will also apply to subsequent paragraphs. If you simply press Enter (and leave the paragraph blank), this will end automatic bulleting.

AutoCorrect functions are helpful if you often make the same typing errors. If, for example, you tend to capitalize not only the first letter of some words but also the second, simply select the AutoCorrect function that corrects mistakes of this type during input.

AutoFormat for text documents is switched on and off with the Format - AutoFormat menu command. In the submenu, select While Typing if you want AutoCorrect to correct errors while you type. If you would prefer to automatically format the whole document, use the menu command Format Document. Define the desired options under Tools - AutoCorrect/AutoFormat.... The AutoCorrect options can each be separately activated or deactivated for text input or formatting the entire document.



[F]	[I]	
☒	☒	Use replacement table
☒	☒	Correct TWo INitial CApitals
☒	☒	Capitalize first letter of every sentence
☒	☒	Automatic *bold* and _underline_
☒	☒	Detect URL
☒	☒	Replace 1st... with 1^st...
☒	☒	Replace 1/2 ... with ½ ...
☒	☒	Replace dashes
	☐	Ignore double spaces

[F]: AutoFormat entire document

[I]: AutoFormat/AutoCorrect during input

Note the options in the illustrated dialog. A detailed description of each option can be found in the StarOffice Help. You could choose, for instance, to have all standard quotation marks entered with (Shift) (2) automatically converted into custom quotes. You can also define which characters should be used for custom quotes and from which character set.

The Automatic *bold* and _underline_ option is useful when importing text that contains no special text attributes, such as pure ASCII text. Locations in the text that should be bold or underlined are indicated by placing special characters before and after them. Once you have imported a text and formatted it with the aid of the AutoFormat function, the special text attributes will appear correctly in your text. AutoCorrect also offers this option, allowing you to enter these special characters during input, to apply bold or underline attributes directly to your text.

In the AutoCorrect dialog, the Replace tab contains many automatically replaceable words and phrases. You can enter your most frequent typing errors here and have them automatically replaced with the correct word. You can also use AutoCorrect to enter characters that are difficult to insert via the keyboard. For example, if you type (C), this will immediately be converted to a copyright symbol if you have checked the Use Replacement Table box on the Options tab.

If you need to use the Euro currency symbol in a document, you can use the StarOffice font style "Timmons" and insert the Euro symbol with the AutoCorrect function. In a text document, choose the Insert - Symbol... command. Select the Timmons font and click on the Euro symbol. Then click OK to close the dialog. Now, select the symbol in your text document and go to Tools - AutoCorrect/AutoFormat.... The marked symbol will appear in the Replace by field (even if it is not recognizable, because the system font used in dialogs cannot represent the symbol). In the shortcut field, enter c= (for example) and click New. Close the dialog. Now, whenever you enter the shortcut c= in your document, followed by a space or period, the Euro symbol will be inserted.

In the Exceptions tab, you can enter exceptions for two types of automatic correction:

If you select the option to automatically start each sentence with a capital letter, then a small "d" following "e.g." would be capitalized, for example. You can enter "e.g." as an exception to prevents this type of correction.

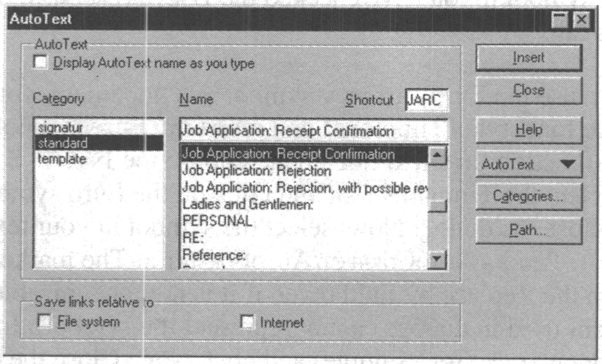
If you select the option to automatically convert the second of two capital letters at the beginning of a word to a small letter, you can enter exceptions that are correctly written with two capital letters, such as PC and CD.

AutoCorrect can also be used to replace one word with another - for example, "ASAP" with the text "as soon as possible" - but StarOffice's AutoText function is much better suited for such purposes.

Using Text Blocks with AutoText

StarOffice offers a user-friendly AutoText function, which enables you to insert even long phrases in letters, faxes, and other documents using preset or user-defined shortcuts. Text blocks make it easy and quick to compose letters with identical or similar contents.

The advantage of AutoText is that you can insert a complete word or phrase just by typing a shortcut. Enter the shortcut for the desired AutoText block and press (F3). The AutoText is instantly inserted at the current cursor position. If you use the AutoText dialog, you do not need to remember the shortcut, but selecting and inserting obviously takes much longer this way.


AutoText
AutoText
☐ Display AutoText name as you type
Category
Name
Shortcut
signatur
standard
template
Job Application: Receipt Confirmation
Job Application: Rejection
Job Application: Rejection, with possible re
Ladies and Gentlemen:
PERSONAL
RE:
Reference:
Save links relative to
☐ File system
☐ Internet
Insert
Close
Help
AutoText
Categories...
Path...

Shortcut: JARC

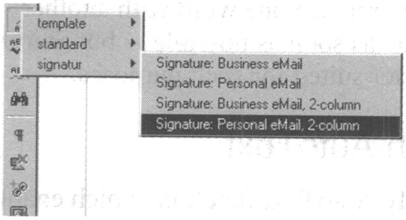
❒ Position the text cursor where you want to insert the text block.

❒ Enter the shortcut for the text block and press (F3).

❒ The AutoText automatically replaces the shortcut characters.

The AutoText dialog activated via the Edit menu contains several AutoText blocks. Try out some of the predefined text blocks, and you will see that they can even include pictures and tables.

Finally, here is the quickest method of all for inserting AutoText. To see a list of existing text blocks, click the AutoText icon in the Main toolbar and keep the mouse button pressed. Choose a submenu with either standard or template text blocks.


template
standard
signatur
Signature: Business eMail
Signature: Personal eMail
Signature: Business eMail, 2-column
Signature: Personal eMail, 2-column

Then, simply click on the text block that you want to insert at the current cursor position in your text.

Drawing Frames and Lines, Slanting Text

If you want to improve the appearance of your documents, StarOffice offers many ways to lend an original flair. You can insert objects ranging from simple lines to graphics, pictures and even complete videos. This section describes how to insert frames and lines in your text document and how to slant text to visually emphasize it.

How to Insert a Text Frame

After text has been entered, you can insert a frame to emphasize the text. In the Insert floating toolbar, you will find the Frame icon. The following provides a brief introduction to floating toolbars:

The Insert icon appears at the top of the Main toolbar in a text document. Click on the icon and hold down the mouse button until a toolbar containing additional icons pops out.

You can now choose the icon representing the object you want to insert. Continue to hold the mouse button and then select the icon, or drag the entire floating toolbar away from the Main toolbar and position it anywhere on the screen. Like other windows, it has a title bar and a close box. You can move the window by dragging the title bar.

To insert a text frame after you have already created a document, proceed as follows:

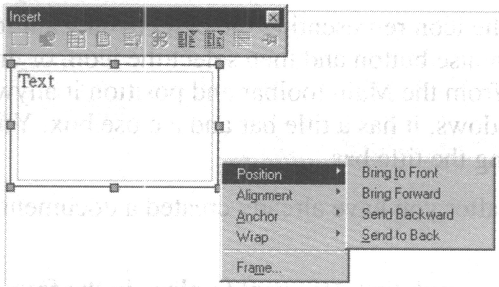
- ☐ Select the entire paragraph that you want to place in the frame. One way to do this is to place your cursor at the beginning of the paragraph, and then click at the end of the paragraph while holding down the Shift key.
- ☐ Move the mouse pointer to the Frame icon in the Insert floating toolbar, and release the mouse button. Or, if the floating toolbar is displayed, simply click the Frame icon.
- ☐ If you now move the mouse pointer into the text document, a cross-hair symbol indicates that you can drag open a frame. If you decide not to do so, press the Escape key to change the mouse pointer back to a text cursor again.
- ☐ With the cross-hair symbol, drag a frame around the selected paragraph.

The selected text is now automatically deleted from the normal, continuous text and inserted in a text frame.

You can click on the edge of the text frame to activate it. An activated text frame can be recognized by eight sizing handles, four of which are located in the corners and one in the middle of each side.

Once a text frame is activated, you can modify the position and size with the mouse. If you drag an edge without positioning the mouse directly above a sizing handle, you move the whole frame. If you drag one of the sizing handles, you can change the frame size. The corner or edge opposite the handle you drag will remain in place. By dragging a sizing handle on one of the sides, you can stretch or shrink the text frame in a single direction, whereas dragging a sizing handle at a corner expands or reduces both the width and height of the frame. If you hold the Shift key while dragging any of the eight sizing handles, the frame size will change proportionally, i.e., with constant page proportions.

The options in the context menu of a selected frame allow you to make further adjustments.



In the context menu of a text frame, you can determine the POSITION of a text frame relative to other frames, draw objects, pictures, etc., if the frames or objects overlap. In the WRAP submenu, specify whether and on which side the normal text in your document should flow around the text frame. The FRAME command in the context menu is equivalent to the menu command FORMAT - FRAME. It opens a dialog in which you can define all the properties of a frame.

The same functions are available in text frames as in text documents. In addition to text, frames can contain pictures, multiple columns, etc.

Draw Objects as Frames

In StarOffice you can also use a draw object as a frame for text, since you can assign text to any draw element. Instead of the text frame described above, you could choose a rectangle as a draw object. In the object, you can then create an eye-catching effect with colored animated text, for instance.

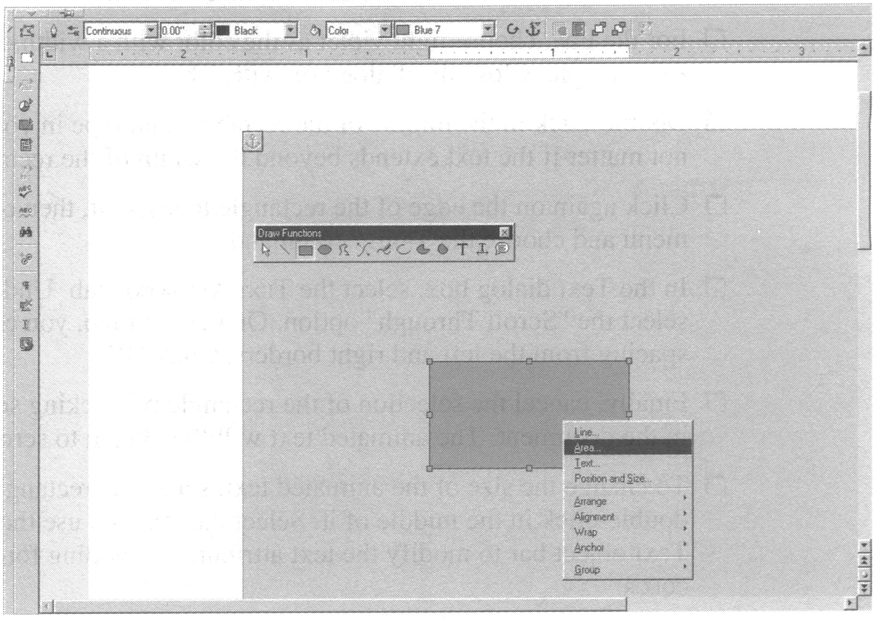
☐ With the START button in the task bar, open a new text document.

☐ Open the BACKGROUND COLOR floating toolbar in the Text object bar, and select a color.

☐ Press the Enter key several times to fill the page with the background color. Or choose a background for the whole page under FORMAT - PAGE.

☐ Open the Draw floating toolbar in the Main toolbar and click the RECTANGLE icon.

☐ Draw a medium-sized rectangle in the middle of the page, as shown in the illustration:


Continuous
0.00"
Black
Color
Blue 7
Draw Functions
Line...
Area...
Text...
Position and Size...
Arrange
Alignment
Wrap
Anchor
Group

☐ Open the context menu for the selected draw object.

☐ Choose the AREA command to assign a color or pattern to the area inside the rectangle.

☐ On the left side of the FILL tab, select the option GRADIENT, and choose one of the available gradients. Close the dialog box with OK.

❐ Open the context menu once more and select the LINE... command to define the border properties of the rectangle.

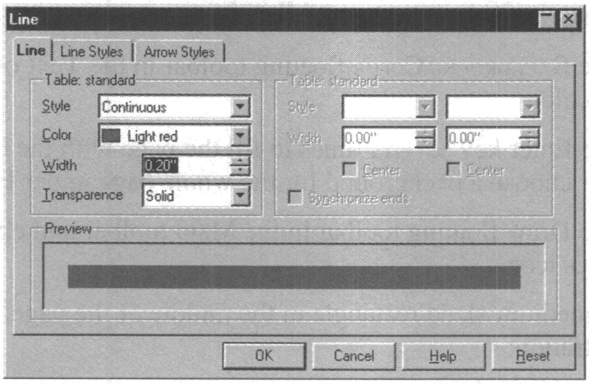


Table: standard
Style: Continuous
Color: Light red
Width: 0.20"
Transparence: Solid

Table: standard
Style
Width: 0.00" 0.00"
☐ Center ☐ Center
☐ Synchronize ends

❐ For the line, choose light violet as the color with a width of 0.20 inches, for example. Close the dialog box with OK.

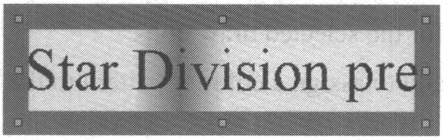
❐ Double-click in the middle of the rectangle and type in your text. It does not matter if the text extends beyond the width of the rectangle.

❐ Click again on the edge of the rectangle to select it, then open the context menu and choose the TEXT... command.

❐ In the Text dialog box, select the TEXT ANIMATION tab. Under EFFECTS select the "Scroll Through" option. On the Text tab, you can set the text spacing from the left and right borders. Click OK.

❐ Finally, cancel the selection of the rectangle by clicking somewhere else in the document. The animated text will then begin to scroll.

❐ To change the size of the animated text, select the rectangle again and double-click in the middle of it. Select the text and use the icons in the Text object bar to modify the text attributes, including font size and FONT COLOR.



You can enlarge or reduce the page view either with the menu item View - Zoom or via the context menu of the scale field in the status bar. To activate the full screen view, press the key combination (Shift) (Control) (I).

How to Draw Lines in Text

You can easily add lines to your text and adjust the angle, width, color, and other attributes however you like.

Create a basic horizontal line by applying the preset paragraph style Horizontal Line. Place the cursor in a blank line and double-click the Horizontal Line style in the Stylist (HTML styles). A line created with this paragraph style is also visible on Internet pages.

With the command Format - Paragraph... - Borders, you can draw a border around a paragraph. These borders may also be "incomplete," in that they consist only of a single line beside or below a paragraph. This option is explained in detail in the StarOffice Help.

To define line attributes precisely, use the Line draw object:

☐ In the Main toolbar, open the Draw floating toolbar and click the Line icon. The mouse pointer will change to a cross-hair symbol with a line beside it.

☐ In your document, click where the line should begin, hold down the mouse button and drag to the point where you want the line to end. If you hold down the Shift key, you can draw only horizontal, vertical, and diagonal lines.

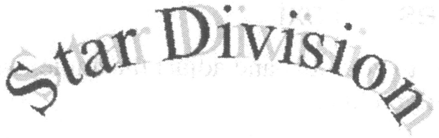
☐ When your line has the desired direction and length, release the mouse button. You can now draw additional lines. To end the line function, press the Escape key or click the Select icon in the Draw floating toolbar.

☐ After clicking the Select icon, you can select all lines together by clikking each one while holding down the Shift key. You can then specify color, width, or other attributes for all the lines.

Lines and other draw objects inserted in text are not defined in the Internet page description language HTML. Thus, instead of being exported directly in HTML format, they will be exported as graphics. After exporting, the document may look somewhat different.

How to Rotate Text

You can achieve impressive graphic effects for short texts in headings, logos, etc., with the program module FontWork. Here's how:



- ☐ Open the Draw floating toolbar in the Main toolbar and click the Text icon.
- ☐ Draw a text frame on your page, and then type in text, for example "Star Division."
- ☐ Choose the menu command Format - FontWork. You will see the FontWork window, where you can select various options:
- ☐ Click the upper-left icon with the semicircle to display the text in the shape of a semicircle.
- ☐ Click the icon Curve or Slant Vertical to determine the position of the individual characters relative to the line on which they are aligned.
- ☐ Click AutoSize Text. This automatically scales the text to the length of the line.
- ☐ In the shadow options, click Vertical. Specify 0.10 inches for the x-axis shadow distance. The text should now appear almost as in the illustration.
- ☐ Since the first and last letters are not very easy to see, insert two blank spaces before and after the text. Just double-click the text, edit it, and then click outside the object.

If you activate the FontWork object by clicking it with the mouse, you will see eight sizing handles. To change the size and shape of an object, simply drag the respective handles. Additionally, you can copy the finished object to the clipboard and insert it in other documents, where you can also modify its size and other attributes.

You can also align text to a freeform line. First draw a freeform line (DRAW floating toolbar), and double-click it to enter the desired text. Then choose the command FORMAT - FONTWORK to apply special text effects. Have fun experimenting with the FontWork features!

Basics for Spreadsheets

A powerful spreadsheet program is included in StarOffice. It offers all the functions needed for business use, including various financial and statistical functions, StarCalc database functions, and much more.

You can use charts to clearly represent the data in your spreadsheets. Advanced functions allow you to automate spreadsheet calculations or program custom dialogs with the built-in macro programming language StarBasic.

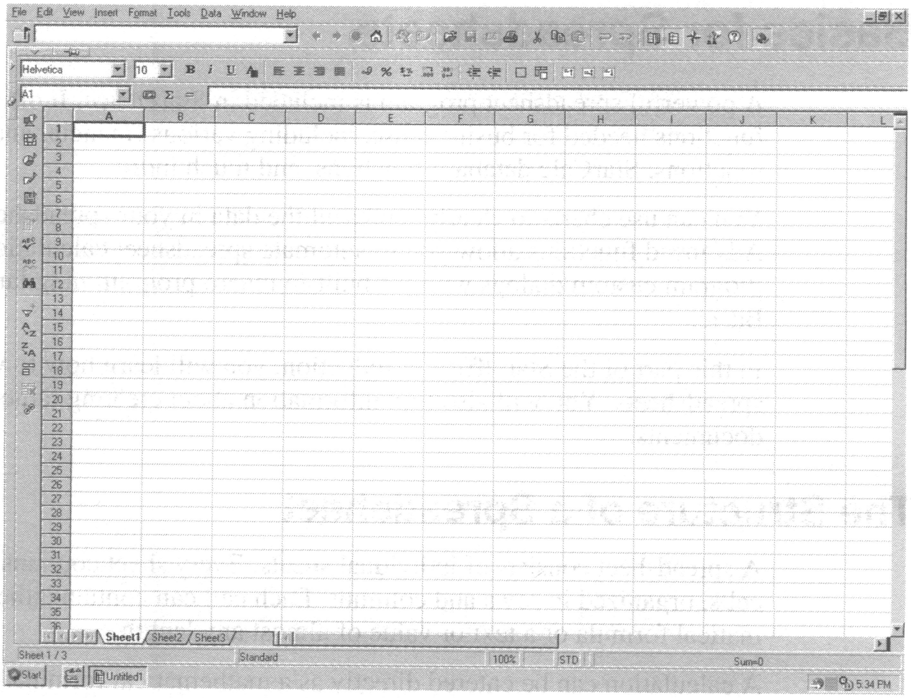
In this part of the StarOffice introduction, you will learn how to work with spreadsheets. You will also find information about creating tables in text documents.

The Structure of a Spreadsheet

A spreadsheet consists of individual sheets. Every sheet contains numerous cells, organized in rows and columns. Each cell can contain either a mathematical formula or a text or value of almost any length.

A calculation can be entered directly as a mathematical formula, e.g., =(4 + 5). But the main attraction of using a spreadsheet is that its formulas can refer to other cells. An example of such a mathematical formula might be =SUM(A1:B8). This calculates the sum of the values in A1 and A8 and enters the result in the cell containing the formula. Additional formulas may be entered in cells A1 to A8, each referring to other cells and their contents, and so on. As you can imagine, this permits calculation of extremely complex relationships.

Open a new spreadsheet with the command FILE - NEW - SPREADSHEET. It is named "Untitled1" until you save it under a different name. If you look at the new document, you will notice several typical elements:


File Edit View Insert Format Tools Data Window Help
Helvetica
10
A1
Sheet1
Sheet2
Sheet3
Sheet 1 / 3
Standard
100%
STD
Sum=0
Start
Untitled1
5:34 PM

Rows and Columns

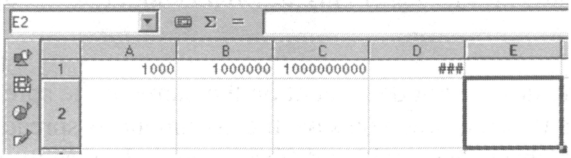
In the spreadsheet, rows are numbered from 1 to 32000 and the columns designated with the letters A through Z, AA through AZ, and so on; the last column is labeled with the letters IV. Each cell in the sheet can thus be uniquely referenced by its row and column. For example, cell A1 is the first cell in the upper left of the sheet.

These numbers and letters appear along the edge of the window. The row header contains the row numbers, and the column header names the columns. If you click on one of these areas, the entire row or column will be selected. To select the entire sheet, click on the unlabelled button at the top left of the row and column headers.

Enter some text in cell A1. While writing you will notice that the text appears both in the cell and in the input line of the Formula bar. you will also notice that more text can be entered than what actually appears to fit in the cell.

In fact, each cell can hold large amounts of text; the text is displayed and printed in its entire length as long as the adjacent cells to the right are empty.

If the cell is not empty, a small triangle appears at the right of the cell indicating additional text. (You can deactivate this function with the Text flow check box under Tools - Options - Spreadsheet... - Contents.



If a number cannot be displayed in a cell because it is too long, or due to the formatting, e.g., currency format, you will see "###". In this case, you will need to increase the column width. Set the width to "optimal" by simply double-clicking the right divider in the column header.

You can use all the usual functions to edit the text. When you press the Return key, the text is entered in cell A1 and the cursor automatically jumps to cell A2. The cell cursor always selects the active cell, in which you can make entries and changes.

Multiple Sheets in a Document

At the lower edge of the spreadsheet window you will find tabs for switching among the various sheets of your document. Initially, a new spreadsheet contains three sheets, each titled "SheetX" (X stands for the numbers 1 through 3).

Appending Additional Sheets

- Click on a sheet tab at the lower edge of the window.
- Open the context menu, which contains the commands for editing sheets.
- Select the command Append.... A dialog box appears where you can enter a name for the new sheet(s).
- Define the sheet's properties and confirm with OK.

Renaming a Sheet

- Click on the tab of the sheet you want to rename.
- Open the context menu and choose the command Rename. A dialog box appears where you can enter a new name.
- Enter a new name for the sheet and click OK.

❒ Alternatively, you can enter a name directly by clicking on the name you want to change while holding the (Alt) key.

> The name of a sheet may consist only of letters and numbers. Spaces are also permitted.

Note that sheet names are not dependent on the name of the spreadsheet, which you assign the first time you save the document. A spreadsheet may contain up to 256 sheets, each with a different name. But try to resist the temptation to organize all your sheets in a single document. The more sheets you have increases the loading time; and managing sheets in individual files is, in fact, often easier.

Values and Formulas as Contents of a Cell

The individual cells in a sheet can contain text, numbers, date information, or formulas. You can easily define or modify the cell contents, and recalculate formulas with the current data.

In sheets, values refer to numbers, date and time information, and the results of formulas. You can highlight values by selecting Value Highlighting in the View menu. You can also select this option under Tools - Options - Spreadsheet... - Contents; it will then apply to all spreadsheets from this point on. If this option is enabled, number and date information will automatically be displayed in blue, and values in cells that contain formulas will be displayed in light green; text will always appear in black. If Value Highlighting is not active, you can choose any colors and other formatting you like for the sheet.

You have already seen that it is possible to enter text, even if it extends beyond the width of a cell. If a number is too long to be displayed in a cell, the overflow symbol "###" appears. Choose the menu command Format - Column - AutoFit. Confirm the dialog with OK, and the column width will automatically adjust to the length of the longest number in the column. You can also double click the right edge of the column heading.

Since the entire number information is always saved in the cell, you do not need to adjust the cell size to the contents. do not worry if the entire number cannot be displayed. If desired, the numbers can be rounded off in the display.

The field at the bottom right in the status bar provides helpful information for a spreadsheet. This field can be used to permanently display the sum of all selected cells. You can also display other values of interest, such as the maximum value of all selected cells. Use the context menu to switch the value displayed in this field. If an error occurs in the sheet, an error message appears in the field.

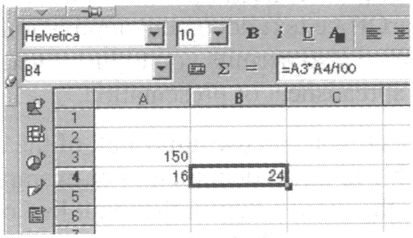
The following simple example illustrates how to perform calculations in a spreadsheet:

☐ Position the cursor in cell A3.

☐ Enter 150 and press the Enter key. The cursor then moves down to cell A4.

☐ Enter the number 16 in cell A4. This time, however, press the Tab key instead of the Enter key. The cursor moves to the right to cell B4.

☐ In cell B4, enter the following equation (without quotation marks): "=A3 * A4 / 100". If you begin an entry with an equal sign, this indicates a formula. The formula appears in the input line of the Formula bar.



☐ Press Enter to insert the formula in your sheet. You will see the result of the calculation (15 percent of 150) in cell B4.

☐ Click on cell A3, enter 200, and press the Enter key. Notice that the calculation result is adjusted automatically.

☐ Click on cell B4, and then click at the end of the formula in the input line of the Formula bar. A blinking text cursor indicates you can make a new entry.

☐ Add "+ A3" (again without quotation marks) to the formula and press the Enter key. The newly calculated value of the formula appears in cell B4: the previous 16 percent of A3 plus the contents of A3.

You are now acquainted with the most important steps in working with sheets: creating and entering formulas, entering data (text and numbers), obtaining results, modifying source data or formulas, and how to view results of new data or formulas.

You can also load an existing spreadsheet and fill it with your own data. StarOffice comes with several sample spreadsheets that you can edit and customize to your own needs.

In addition to the four basic arithmetic operations, you numerous other operators are available, such as nested brackets, and a wide variety of functions. The Function AutoPilot assists you in entering functions.

What Can a Cell Contain?

As you have seen in the examples above, cells can contain various elements. In the following, a brief description of each of these elements is given.

Text

Since each cell in a sheet can contain a very long text, it is theoretically possible to write a normal letter in a sheet. However, this would not make much sense because the StarOffice text document application contains more useful writing tools. StarOffice also permits you to insert text from a text document as an object in a spreadsheet or presentation.

When you enter text in a sheet, you can use almost all of the editing and formatting functions available in a text document. For example, to select a word, you can double-click the word either in the input line or in a cell. If you select a different font or other attribute from the Text object bar, the modifications will apply only to the selected word.

You can even "calculate" with text. For example, if you enter text in both cell A1 and cell A2, you can then insert a formula ("=CONCATENATE(A1;A2)") in cell A3 to combine the two text strings. Many additional formulas and functions are possible.

Numbers

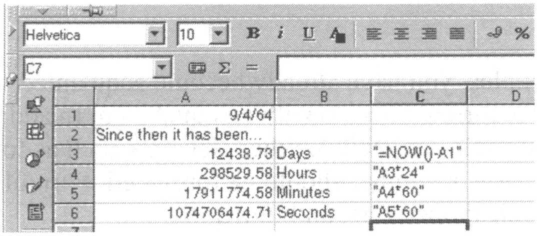
Numbers are the basic element of calculation in sheets, and can have a variety of formats. You can depict a single number in many different ways, yet in the internal computer, the number always remains the same.

Enter the number 12345.6789, for example. You will see that the number appears in the sheet with two decimal places, e.g., 12345.68. However, internally, the precision of the number is not changed. If you click on the CURRENCY FORMAT icon, the number appears as $12,345.68.

Select the command Format - Cells for additional display options. In the Numbers tab, all preset formats are listed. Click a format to see a preview in the lower right of the dialog box. In this dialog, you can also define custom formats, which you can then apply to numbers or other sheet contents.

Dates and Times

In a spreadsheet you can do more than just display dates and times (both taken from the internal clock of the computer). You can also perform calculations with dates and times. For instance, to find out exactly how old you are in seconds or hours, follow these steps:



	A	B	C	D
1	9/4/64			
2	Since then it has been...			
3	12438.73	Days	"=NOW()-A1"	
4	298529.58	Hours	"A3*24"	
5	17911774.58	Minutes	"A4*60"	
6	1074706474.71	Seconds	"A5*60"	
7				

☐ Open a new spreadsheet. Enter your birthday in cell A1, e.g., "1/1/70" (without quotation marks!). An entry with quotation marks is always interpreted as text.

☐ Enter the following formula in cell A3: "=NOW()-A1" (without quotation marks).

☐ As soon as you press the Enter key or click the Accept icon in the Formula bar, the exact number of days between the current date and the given date appears in cell A3.

☐ Experiment with some additional formulas - in A4 enter "=A3*24" to calculate the hours, in A5 enter "=A4*60" for minutes, and in A6 enter "=A5*60" for seconds (all without quotation marks). Press the Enter key after each formula.

The time since your date of birth is calculated and displayed in the various units. The values are calculated as of the exact moment when you entered the last formula. This value is not automatically updated, although "Now" continuously changes, of course. In the Tools menu, the menu item Cell Contents - Auto Calculate is normally active; however, automatic calculation does not apply to the function NOW. Otherwise, your computer would be solely occupied with updating the sheet, and it would be difficult to enter additional data into a sheet that is constantly changing.

However, just for fun, you could turn off automatic calculation in the TOOLS menu under CELL CONTENTS. Now, every time you press the function key (F9), the cell will be updated. Keep pressing (F9) and you will see time ticking away.

Make sure to turn the automatic calculation function back on. Otherwise, the spreadsheet only performs each new calculation after you press the function key (F9). Canceling automatic calculation only makes sense if you have sheets with a lot of data or complex formulas, that you want to modify before viewing the calculation results. Calculation time naturally becomes greater as the complexity and size of a spreadsheet increase.

Formulas

In the previous examples, you have already become acquainted with how formulas work. Every formula begins with an equal sign. In addition to numbers or text, a formula can include other elements such as format statements, which define how a number should be formatted. Formulas can also contain operators, logical operators, and functions.

> Remember that basic arithmetic signs (+, -, *, /) can be used in formulas. Instead of writing =SUM(A1;B1) it's better to write =A1+B1.

In addition to numbers that you enter directly, formulas may also include addresses of cells that contain numbers. These references can be either relative or absolute. This important distinction is explained in the next topic.

Here are several examples of StarCalc formulas:

= A1 + 10	displays the contents of cell A1 plus 10.
= ROUND(A1;1)	rounds the contents in cell A1 to one decimal place.
= EFFECTIVE(5%;12)	calculates the effective interest at 5% annually with 12 payments.
=B8 - SUM(B10:B14)	calculates the sum of the cells B10 to B14 minus the value of B8.
=SUM(B8;SUM(B10:B14))	calculates the sum of B10 to B14 and adds the value to B8.

Of course, it is also possible to nest functions in formulas. For example, instead of =ROUND(A1;2), you could also calculate the sine function with

=ROUND(SIN(A1);1). The Function AutoPilot assists you with nested functions.

Notes

Each cell can also contain a note. Choose the command INSERT - NOTE... to enter additional information for a cell. A small red square on the border of a cell indicates the presence of a note. To view a note, select the cell and choose SHOW NOTE in the context menu. The note appears as a help tip and will remain in view until you deselect the Show Note menu item. To edit a displayed note, simply click in it.

How Can Cells Be Addressed?

Cells can be addressed directly by specifying the row and column coordinates. You may use either relative or absolute references, or you can assign names to cell areas.

Relative Addressing

The cell in column A, row 1 is addressed as A1. You can address an area of adjacent cells by first entering the upper left cell of the area, then a colon followed by the lower right cell. For example, the square formed by the first four cells in the upper left is addressed as A1:B2.

With this type of addressing, A1:B2 is a relative reference. Relative means that references to this area will be adjusted automatically if new rows or columns are inserted or if you move or copy cells that refer to this area.

Absolute Addressing

Absolute references are the opposite of relative addressing. A dollar sign is placed before each letter and number in an absolute reference, e.g., $A$1:$B$2.

> To convert references in the input line from relative to absolute, and vice versa, press (Shift) (F4). The first time you press this key combination, both rows and columns are set to absolute references. The second time, only the rows, and the third time, only columns. If you press the combination once more, the references switch back to relative.

When to Use Relative or Absolute References

What distinguishes a relative reference? Assume you want to add the cells in the area A1:B2 and place the sum in cell E1. The formula to enter into E1 would be: =SUM(A1:B2). If you later decide to insert a new column in front of column A, the elements to add would then be in B1:C2 and the formula in F1, not in E1. After inserting the new column, you would have to check all formulas in the sheet, and possibly in other sheets.

Fortunately, StarOffice performs this task for you. After a new column A is inserted, the formula =SUM(A1:B2) is automatically updated to =SUM(B1:C2). Row numbers will also be automatically adjusted when a new row is inserted. Absolute and relative references are always updated in StarCalc whenever the referenced area is moved. When you copy a formula, however, only the relative references are updated.

Absolute references can be used when a calculation refers to a specific cell in your sheet, which contains a percent value, for example. If a formula that refers to this cell is copied relatively to a cell below the original cell, the reference also is moved as long as the cell coordinates have not been defined as absolute. Otherwise, an error message will appear.

References are also updated when an existing formula referring to particular cells is copied to another area of the sheet. Assume, for example, you entered the formula =SUM(A1:A9) in row 10. If you want to calculate the total for the adjacent column, simply copy this formula to the cell to the right. The formula in column B will be automatically adjusted to =SUM(B1:B9).

Other possibilities exist for copying a formula, as well. Here's an example:

❒ Select the cell containing the formula.

❒ Choose the Copy command from the Edit menu, or use the key combination (Ctrl)+ (C) to copy.

❒ Using the mouse, place the cursor in the cell where you want the formula to be copied.

❒ Choose the Paste command from the Edit menu, or use the key combination (Ctrl)+(V). The formula will automatically be adjusted in the new cell.

If you want to copy a formula into multiple cells, there's a quick and easy way to copy into adjacent cell areas:

- ☐ Select the cell containing the formula.
- ☐ Click on the bottom right of the highlighted border of the cell, and continue holding down the mouse button until the pointer changes to a cross-hair symbol.
- ☐ With the mouse button pressed, drag to the bottom or to the right over all cells into which you want to copy the formula.
- ☐ When you release the mouse button, the formula will be copied into the cells and automatically adjusted. If the cell contents are not automatically adjusted, repeat the above process, holding the (Ctrl) key while dragging.

Addressing with Area Names

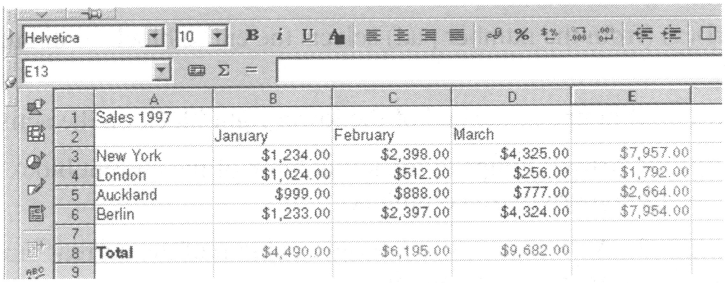
A convenient way of making cells and cell areas more readable in formulas is to give them names. In the above example, name the area A1:B2 "Start." You can then simply write "=SUM(Start)" in the formula. StarOffice also correctly adjusts named areas if rows and columns are inserted or deleted.

For example, it is much easier to read a formula for sales tax if you can write "= Amount * Tax_rate" instead of "= A5 * B12". In this case, you would name cell A5 "Amount" and cell B12 "Tax_rate."

In order to specify area names, you must first select the area, then choose the command INSERT - NAMES - DEFINE. You can also name other cell areas in this dialog, by entering the desired name in the field, and then selecting the respective cells.

Automatic Addressing

StarOffice can correlate names with areas for the most part automatically, as long as you have entered the row and column coordinates. See the following illustration:



	A	B	C	D	E
1	Sales 1997				
2		January	February	March	
3	New York	$1,234.00	$2,398.00	$4,325.00	$7,957.00
4	London	$1,024.00	$512.00	$256.00	$1,792.00
5	Auckland	$999.00	$888.00	$777.00	$2,664.00
6	Berlin	$1,233.00	$2,397.00	$4,324.00	$7,954.00
7					
8	**Total**	$4,490.00	$6,195.00	$9,682.00	
9					

The automatic formula recognition allows you to enter, for example, the formula =SUM(January) in cell B8. This formula can then be copied to the right. Cell C8 automatically shows the formula =SUM(February), cell D8 =SUM(March), and so on. This feature also works for horizontal calculations. Try it out by entering the formula =SUM(New York) in cell E3.

Automatic recognition does not work with formulas. You cannot enter the formula =SUM(sum) in cell E8. Instead you must enter =SUM(B8:D8) or =SUM(E3:E6). Alternatively, you can also place the cursor in cell E8 and click the Sum icon in the Formula bar.

This function is usually active by default. If you wish, you can turn it off under Tools - Options - Spreadsheet in the tab Calculation.

You can also define the names yourself with Insert - Names - Labels....

> In order for names to be automatically recognized, the name must consist of alphanumeric characters and the first character must be a letter. If you want to use non-alphanumeric characters (including spaces), enclose the names in single quotes ('). If a single quote appears in a name, e.g., "Jan '97", enter a backslash in front of the quote ("Jan \'97"). This type of referencing is not compatible with earlier versions of StarOffice.

StarOffice automatically recognizes an area of cells that belong together. To determine which area this is, place the cell cursor in the area and press (Ctrl)(*). Use the (*) from the numerical key pad. The area will be highlighted.

Cursor Positioning via the Keyboard

Use the arrow keys on your keyboard to quickly move to another cell. A list of all possible keyboard commands can be found in the StarOffice Help. Here is a small extract:

(Ctrl)(Home) jumps to cell A1

(Ctrl)(x) (from the number pad) selects the entire block containing the active cell

(Ctrl)(End) jumps to the end of the lower right block on the active sheet

(Ctrl)(Left Arrow) jumps to the left column of the current block or to the next block (otherwise to column A)

(Ctrl)(Right Arrow) jumps to the right column of the current block or to the next block (otherwise to column IV)

(Ctrl)(Up Arrow) jumps to the first row of the current block or to the next block (otherwise to row 1)

(Ctrl)(Down Arrow) jumps to the last row of the current block or to the next block (otherwise to row 32000)

(Enter) in a selected block switches to the next cell (under TOOLS - OPTIONS - SPREADSHEET... - INPUT you can define whether to move the cursor to the right, left, up or down.)

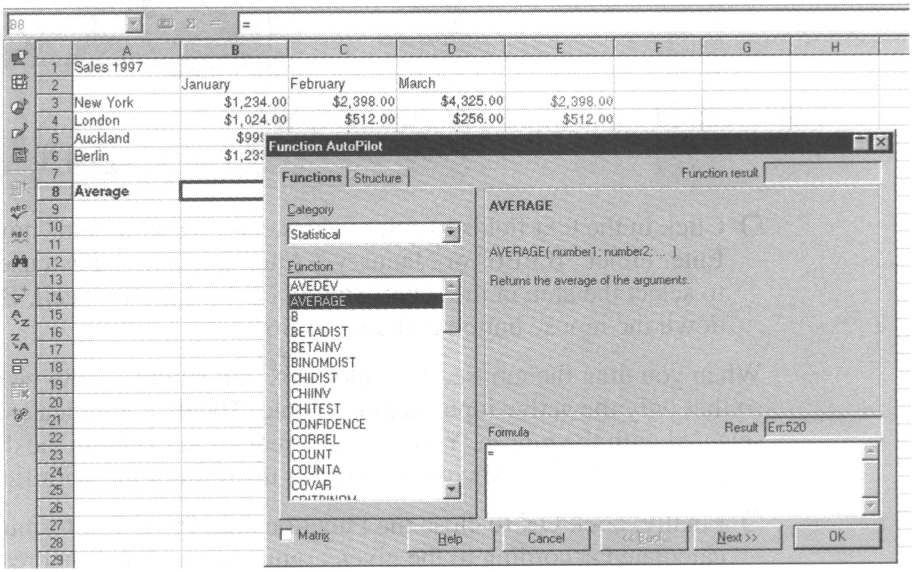
(Ctrl)(PageDown) jumps to the next sheet

(Ctrl)(PageUp) jumps to the previous sheet

Using References in Formulas

Up to this point, you have become acquainted with formulas containing absolute values, absolute and relative references, and references to named areas. The following example illustrates how to apply references in formulas with the aid of the Function AutoPilot.

Consider the example from the previous topic. To calculate the average of monthly sales for each of the sales branches, use the Function AutoPilot.



	A	B	C	D	E
1	Sales 1997				
2		January	February	March	
3	New York	$1,234.00	$2,398.00	$4,325.00	$2,398.00
4	London	$1,024.00	$512.00	$256.00	$512.00
5	Auckland	$99			
6	Berlin	$1,23			
7					
8	Average				

Category: Statistical

Function:
AVEDEV
AVERAGE
B
BETADIST
BETAINV
BINOMDIST
CHIDIST
CHIINV
CHITEST
CONFIDENCE
CORREL
COUNT
COUNTA
COVAR

AVERAGE

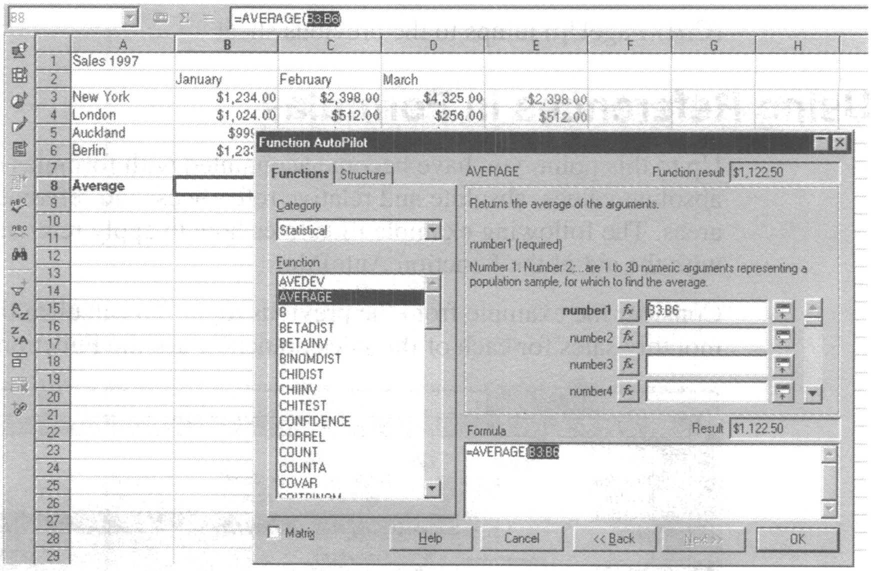
AVERAGE(number1; number2; ...)

Returns the average of the arguments.

Formula: =

Result: Err:520

- ❐ Position the cursor in cell B8, where you want the average to be displayed. Activate the Function AutoPilot by clicking its icon in the Formula bar.
- ❐ Select the AVERAGE function. If you do not know which category contains this function, simply leave the default set to "all" categories and repeatedly press the letter "A" until the AVERAGE function is selected.
- ❐ In the Function AutoPilot click Next and enter the arguments of the function.



B8 =AVERAGE(B3:B6)

	A	B	C	D	E
1	Sales 1997				
2		January	February	March	
3	New York	$1,234.00	$2,398.00	$4,325.00	$2,398.00
4	London	$1,024.00	$512.00	$256.00	$512.00
5	Auckland	$99			
6	Berlin	$1,23			
7					
8	**Average**				

Function AutoPilot

AVERAGE Function result $1,122.50

Category: Statistical

Returns the average of the arguments.

number1 (required)

Number 1, Number 2;...are 1 to 30 numeric arguments representing a population sample, for which to find the average.

number1 B3:B6

Formula: =AVERAGE(B3:B6) Result $1,122.50

Functions
Structure
Function
AVEDEV
AVERAGE
B
BETADIST
BETAINV
BINOMDIST
CHIDIST
CHIINV
CHITEST
CONFIDENCE
CORREL
COUNT
COUNTA
COVAR
number2
number3
number4
Matrix
Help
Cancel
<< Back
Next >>
OK

- ❐ Click in the text fields to enter values, starting with field "number 1." Enter either "B3:B6" or "January." Alternatively, you can use the mouse to select the area in the sheet. Simply click on the first cell, B3, hold down the mouse button and drag to B6.

When you drag the mouse, the dialog box will automatically be minimized so that only the active input field is visible. The dialog indicates the area selected with the mouse. You may also reduce and enlarge the dialog box by clicking the MINIMIZE/MAXIMIZE button to the right of the INPUT field.

- ❐ Finally, click OK to close the Function AutoPilot. The formula will be calculated according to the given arguments, and the final result appears in cell B8.

Automatic Fill

You can easily use the mouse to copy text, values, and other cell contents in your spreadsheet. But keep in mind: If you copy several values at the same time, StarOffice will form them into a logically structured series. If you copy text which has been entered in one of the custom lists, the list will be continued correspondingly.

Using Custom Lists

Enter the text "Jan" or "January" in an empty cell. Select the cell, and click the mouse on the lower right corner of the cell border. Drag over several cells to the right or downwards. When you release the mouse button, the highlighted cells will be filled with the names of the months.

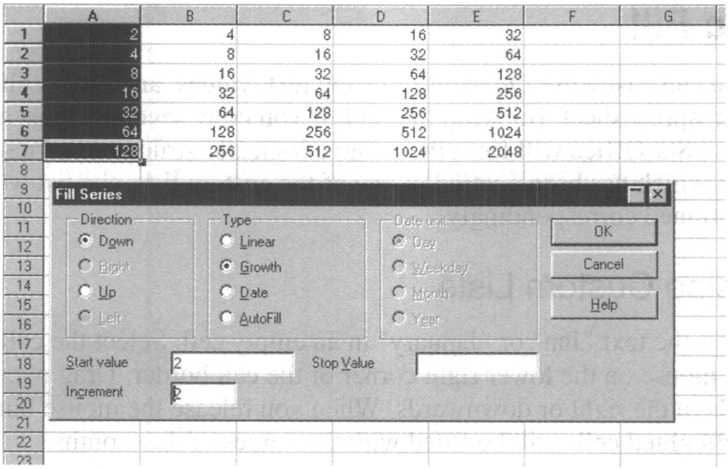
Predefined series can be found under TOOLS - OPTIONS - SPREADSHEET - CUSTOM LISTS. You can also create custom lists tailored to your own needs, such as a list of your company's branch offices. When you later want to use these lists (for example, as sheet headings), just enter the first name in the list and drag the mouse to copy the list.

Automatic Calculation of Series

If you enter just one number and copy it with the mouse, this number alone will be copied. But if you select two or more neighboring cells with different numbers and copy them both, the numbers will be continued as a series if an arithmetic pattern can be detected.

For example, if A1 contains 1 and A2 contains 3, and you copy both cells together by dragging to the right, a number series with 5, 7, 9, 11, etc. is inserted in the row. StarOffice is quite adept when it comes to discerning the structure of a series. Try out this function with some examples of your own!

First, select the entire area of the sheet that you want to fill. Choose the command EDIT - FILL - SERIES and select the type of series . If you choose 2 as your start value, 2 as the increment, and Growth (geometric series) as the series type, the result will be a list of the powers of 2.



	A	B	C	D	E	F	G
1	2	4	8	16	32		
2	4	8	16	32	64		
3	8	16	32	64	128		
4	16	32	64	128	256		
5	32	64	128	256	512		
6	64	128	256	512	1024		
7	128	256	512	1024	2048		

Fill Series

Direction: ● Down ○ Right ○ Up ○ Left

Type: ○ Linear ● Growth ○ Date ○ AutoFill

Date unit: ● Day ○ Weekday ○ Month ○ Year

Start value: 2

Stop Value:

Increment: 2

As you can see in the dialog, you can also automatically fill in series of dates and times. For example, to insert the first date of each month as row headers, proceed as follows:

❒ Enter a date, e.g., "1/1/99" into a cell (without the quotation marks).

❒ Select this cell and the 11 cells below it.

❒ Select the command Edit - Fill - Series .

❒ In the dialog box, select Date and Month. Click OK.

The first date of each month automatically appears in the selected cells.

Formatting Sheets

Nearly every sheet you create will also need to be formatted. You can adjust the format of cell contents, such as text and numbers, and also apply a wide variety of colors, borders, and other attributes to the cells.

You can define the format of numbers yourself or you can use one of the many preset number formats. StarOffice also provides a wide selection of cell styles, or you can define custom cell styles in the same way as text styles.

Formatting Numbers

Enter a number into the sheet, for example, 1234.5678. This number will be displayed in the default number format, with two decimal places. Thus, you will see 1234.57 when you confirm the entry. Only the display in the document will be rounded off; internally, the number retains all four decimal places.

Position the cursor in the number, and open the Cell Attributes dialog with the command Format - Cells.... On the Numbers tab you will find a selection of preset number formats. A preview in the lower right of the dialog box shows how the number will appear when you apply a certain format.

If you experiment with the various options, you will notice that other values such as dates and times can be formatted according to your preferences, as well.

In this dialog, you can define other attributes (in addition to number formats) which apply to the selected cells or cell contents. On the Font tab, for example, you can define a font type, size, and color.

Formatting Cells and Sheets

The distinction between hard and soft formatting holds true for cells as well as for text documents. You have the choice, for instance, between applying a particular font size directly as hard formatting to a cell or defining a style to apply the desired font size. For documents that you expect to work with extensively, it makes sense to use styles, but is useless for documents that will be immediately printed and not even saved.

Using AutoFormat for Sheets

A quick way to format a sheet or cell range is with the command Format - AutoFormat. First select a range to be automatically formatted, then activate this command. The AutoFormat dialog appears, offering a choice of various preset formats. A preview shows how each format will affect the sheet appearance. To view and modify individual attributes of the format in the sheet, select the command Format Cells... from the context menu.

By experimenting with the AutoFormat options, you will soon realize that you are not limited to the standard sheet appearance with gridlines between the cells. With formats, you can design your sheet so it no longer resembles a spreadsheet and looks good both on screen and on paper.

> If the color of the cell contents does not change, the Value Highlighting option may be selected in the View menu or under Tools - Options - Spreadsheets - Content. In this case, only the predefined colors will be displayed.

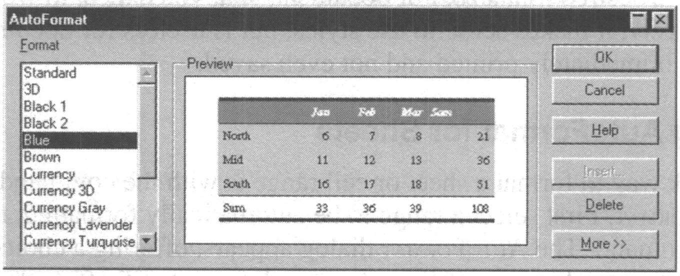
Conditional Formatting

You may want to give special emphasis to particular values in a spreadsheet. For example, in a sheet summarizing sales you could highlight all above-average numbers with green and all below-average numbers with red. This is easy to do with conditional formatting for spreadsheets. For an example using conditional formatting, see the Advanced Tips in the User's Guide.

AutoFormat for Tables

StarOffice offers many options for creating attractive tables with a variety of attributes. This is especially important when creating Internet pages, because HTML format relies on the skillful arrangement and division of tables to precisely position graphics, multi-column text, and other effects.

The AutoFormat function, activated with the menu command FORMAT - AUTOFORMAT, can aid you in formatting sheets and tables. In a spreadsheet, first select the cells that you want to format automatically; also select the row and column headers and any rows or columns displaying totals. Then open the AUTOFORMAT dialog.


AutoFormat
Format
Standard
3D
Black 1
Black 2
Blue
Brown
Currency
Currency 3D
Currency Gray
Currency Lavender
Currency Turquoise
Preview
OK
Cancel
Help
Insert...
Delete
More >>

	Jan	Feb	Mar	Sum
North	6	7	8	21
Mid	11	12	13	36
South	16	17	18	51
Sum	33	36	39	108

The preview provides an example of how the sheet will look with each format selected in the FORMAT list. Click OK to apply the desired format to the selected sheet area.

You can also define a custom AutoFormat:

☐ Apply various formatting attributes to a sheet.

☐ Select the entire sheet by clicking on the unlabelled button at the top left corner of the row and column headers.

☐ Open the AUTOFORMAT dialog and click Insert. Assign a name to the new format.

Now that you have defined your own AutoFormat, you can apply it to other sheets or tables in the future. By choosing a background color and background patterns for the cells, you can create very attractive AutoFormats.

Click the More button to select additional options. Here you can choose which attributes of the chosen format should be excluded from the automatic formatting. For example, if you clear the Font check box, the fonts will not be affected by the AutoFormat.

Tables in Text Documents

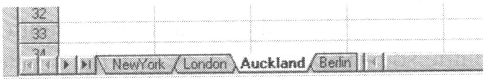
In StarOffice, a distinction is made between spreadsheets (where you can "really" calculate) and tables in the text documents. Though you can carry out some calculations in tables, their main purpose is to arrange text and graphics in tabular form. An advanced function of StarOffice allows you to insert a sheet into a text document just as you would insert a graphic. You can then double-click on the inserted sheet to display the icons and menus used in editing a spreadsheet.

A sheet created in a spreadsheet can be inserted into a text document with Insert - Object or via drag & drop. This type of sheet differs significantly from tables created in a text document with Insert - Table. Tables in the text documents conform to particular text and HTML requirements. Although you cannot perform such extensive calculations with tables in text documents as with sheets in "real" spreadsheets, you can format them in ways that have a greater visual impact.

In a table created in a text document, open the context menu and click Table to activate the Table Format dialog. In the tab Background, you can assign a graphic to a cell, a row, or the entire table. This function is essential for arranging small pictures on an HTML page.

Working with Multiple Sheets

When working with a spreadsheet you are not limited to a single sheet. You can create multiple sheets within a single spreadsheet document. Each sheet has its own name, displayed in the sheet tabs at the bottom of the window.



You can append additional sheets in your document or insert them in front of the current sheet. Activate the context menu of a sheet tab and choose the corresponding command. Choose RENAME in the context menu to modify the name of a sheet.

Displaying Multiple Sheets

If you have too many sheets for all the tabs to be displayed simultaneously, use the arrow buttons to the left of the register to scroll through them. For example, if you click the last arrow button with the vertical line, the tabs will shift so that the last sheet name is displayed. In order to see the sheet itself, click the respective tab.

The tab register area can also be enlarged if it is too small to display all of the sheet tabs. Simply shift the horizontal scroll bar to allocate more space for the tabs. Point to the dividing line between the tabs and the scroll bar. Press the mouse button, and drag the divider to the right.

Working with Multiple Sheets

Each sheet of a spreadsheet can be used entirely independent of the others. However, you can also incorporate the same data into different sheets. If you want to insert data at the same location in the first three sheets, by selecting all sheets together you only need to enter the data once. When selecting multiple sheets, hold down the Shift key and click the respective tabs. Tabs of selected sheets appear in white; the rest remain gray. To cancel the selection of a sheet, click its tab again while pressing the Shift key.

If you have entered sheet references with the FUNCTION AUTOPILOT, you may have already noticed that the name of the sheet is always included in the reference. Instead of referring to $A$1, the Function AutoPilot refers to $Sheet1.$A$1. If you want to address the first cell from both Sheet1 and Sheet2 in a single reference, e.g., to calculate a subtotal, the formula will read =SUM(Sheet1.A1:Sheet2.A1). If the area to be totaled contains several cells (e.g., four cells in a corner) the formula will be =SUM(Sheet1.A1:B2;Sheet2.A1:B2). Note that if the colon is already used as a separator, a semicolon must be entered to separate the sheet names.

The complete address of a cell also contains the path and file name of the spreadsheet. The reference to cell A1 in Sheet 1 of a document on drive C appears as: "='file:///c|/name.sdc'#$Sheet1.A1". Notice the single quotation marks surrounding the file address and the # symbol which indicates the location within the file according to URL (Uniform Resource Locator) format. The colon after the disk drive is replaced with a vertical line in URL syntax.

If you want a formula in one document to refer to cells in another, it is best to arrange both sheets on the screen so that they can be seen at the same time. If you want to refer to the named areas in other documents rather than to cell addresses, you do not need to open the other document. Simply drag the document from the Beamer to the Navigator. In the Navigator, you can then click on the name of the area and drag it into the current document.

Database Functions in StarCalc

Spreadsheets in StarOffice can also be used to manage records, which consist of several data fields, in a database. Imagine each row in the sheet as a record, whose data fields are in the individual columns. You can sort and group a database by rows, search for key words, calculate totals, and much more.

> Note that the database areas in StarCalc spreadsheets have nothing to do with the databases and tables that you can edit in StarBase.
> In StarCalc, you work with a spreadsheet that can contain several sheets. For instance, you can convert multiple adjacent rows of a spreadsheet into a database area so that these can be sorted. Furthermore you can import external files, for example in dBase format, into a StarCalc spreadsheet. The records from the dBase file are converted to rows and the data fields to columns in a StarCalc spreadsheet.
> In STARBASE on the other hand, you work with dBase files (or databases in other formats) directly, and can link files relationallyand execute SQL queries. StarBase is a database program. StarCalc is a spreadsheet calculation program where it is possible to treat rows as a "database area."

How to Import an Existing Database into a Sheet

You can transfer individual tables from databases into a spreadsheet, even if the databases have different formats. StarOffice supports the following database formats (in Windows): dBase, DB2, DAO, Oracle, Text, JDBC and ODBC (if ODBC support for your operating system is installed). On the Macintosh, the FileMaker format is also supported.

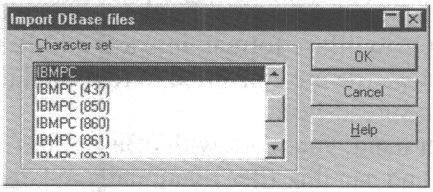
The new StarBase format allows you to define relational links between database tables. Some ODBC drivers also permit relational links.

There are two possible methods for transferring data. Either you can load the desired database file directly, whereby the whole database is inserted into your spreadsheet; or you can create a link to the database in the Explorer, open it from the Explorer, and then choose certain records to transfer into the spreadsheet.

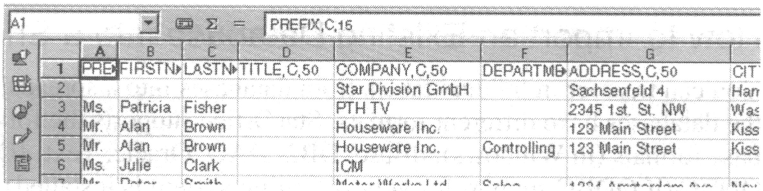
Opening a Database File in StarCalc

If you want to load a particular file into a spreadsheet, open it as you would any StarOffice file.

- ❐ Choose the command File - Open.
- ❐ In the dialog box, select the directory that contains the database. Enter the name of the file, or choose the type under File Type and click on the name. Click Open.
- ❐ A dialog box appears in which you can choose the character set of the file. For example, databases created with DOS use special characters that are different from databases created with Windows. You can usually confirm the IBMPC default, if the database was created with the same operating system in which it will be opened. The dBase IV format uses Codepage 437 (US), i.e. not System.



- ❐ Click OK to close the dialog, and the database will be loaded into the spreadsheet.


A1 PREFIX,C,15

	A	B	C	D	E	F	G	
1	PRE	FIRSTN	LASTN	TITLE,C,50	COMPANY,C,50	DEPARTME	ADDRESS,C,50	CIT
2					Star Division GmbH		Sachsenfeld 4	Ham
3	Ms.	Patricia	Fisher		PTH TV		2345 1st. St. NW	Was
4	Mr.	Alan	Brown		Houseware Inc.		123 Main Street	Kiss
5	Mr.	Alan	Brown		Houseware Inc.	Controlling	123 Main Street	Kiss
6	Ms.	Julie	Clark		ICM			

The first row provides information on the type and length of the data fields, provided that this information is contained in the file as the first record.

The second method of transferring data is useful when you only want to transfer selected records from a database into a sheet.

Importing Selected Records into a Sheet

For this method, you must first record the database in the Explorer. This method is thus most appropriate for databases that you frequently access.

An address database should already be one of the entries in the Explorer. If not, you will find it as a sample file in the subdirectory "Database" of your StarOffice directory.

> Instead of entering individual database files in the StarOffice Explorer, create an entire folder for multiple files. The files in a database folder in the Explorer are called "tables," since they represent database tables. You can transfer part or all of each table in a database into a sheet in a spreadsheet.

If the address database in the Explorer does not exist, or you want to enter a database of your own, proceed as follows:

> To create a new database table, activate the TABLE AUTOPILOT. If you want to set one up "by hand," please refer to the instructions in the User's Guide.

❒ In the Explorer, click on the top entry, EXPLORER. Open the context menu, and choose NEW - DATABASE.

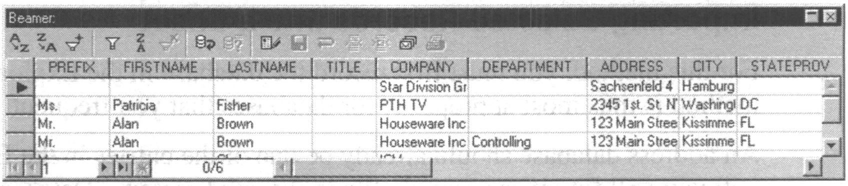
❒ In the tab TYPE, choose "dBase" in order to create a dBase database. Click Browse to select the folder containing the database file. Close the selection dialog with OK.

❒ Switch to the tab GENERAL and enter a name for the database in the Explorer. Confirm the name with the Enter key.

❒ A database entry is now recorded in the Explorer, which can be opened by clicking on the plus sign next to the name.

❒ Click on the plus sign next to "Tables" to view the existing tables in the database.

❒ Double-click on "address" to display the address records in the Beamer.



PREFIX	FIRSTNAME	LASTNAME	TITLE	COMPANY	DEPARTMENT	ADDRESS	CITY	STATEPROV
				Star Division Gr		Sachsenfeld 4	Hamburg	
Ms.	Patricia	Fisher		PTH TV		2345 1st. St. N'	Washingt	DC
Mr.	Alan	Brown		Houseware Inc		123 Main Stree	Kissimme	FL
Mr.	Alan	Brown		Houseware Inc	Controlling	123 Main Stree	Kissimme	FL

You can select the records in the Beamer and insert them into your spreadsheet.

In order to select a record manually, click on the respective row header. If you hold down the Shift key, you can click on the first and last row headers to select a contiguous area of records, or you can hold down the (Ctrl) key and click on each record individually. In either case, when you click on the last row header of the selected records, keep holding down the mouse button and drag the records to the desired position in the spreadsheet. Then release the mouse button.

To automatically transfer only certain records from a data file into a sheet, you can also use the filter in the Beamer.

Place the cursor in the field which contains the data you want to find in all records. For example, to filter only records that have "123 Main Street" in the address, place the cursor in a field containing "123 Main Street." Then click the AutoFilter icon.

Only the records with "Sachsenfeld 4" in the address are displayed in the Beamer. Select all the records and drag them into your spreadsheet. Finally, release the mouse button where you want the records to be inserted.

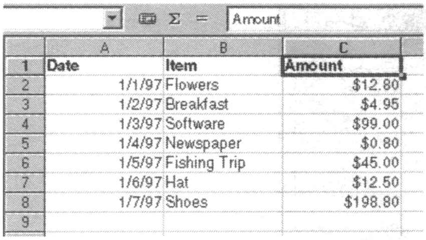
Defining a Data Area

If you would like to manage your budget electronically, for example, you can do this by entering records in an empty spreadsheet and defining a data area.

Creating Records in a Spreadsheet

❒ Open a new spreadsheet.

❒ Enter the column titles in the first row, e.g., "Date" in cell A1, "Item" in cell A2, "Amount" in cell A3. Then enter your expenses.

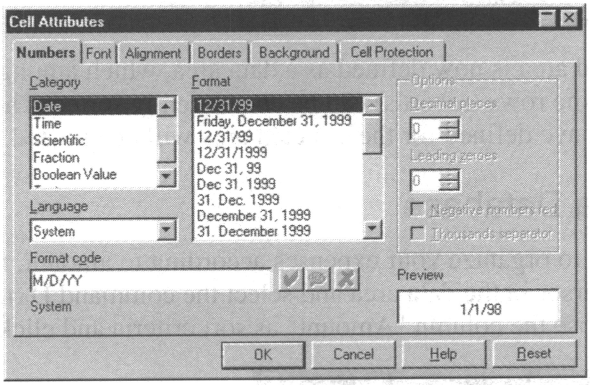


Amount

	A	B	C
1	**Date**	**Item**	**Amount**
2	1/1/97	Flowers	$12.80
3	1/2/97	Breakfast	$4.95
4	1/3/97	Software	$99.00
5	1/4/97	Newspaper	$0.80
6	1/5/97	Fishing Trip	$45.00
7	1/6/97	Hat	$12.50
8	1/7/97	Shoes	$198.80
9			

To format your sheet as in the illustration, proceed as follows:

- Select row 1 by clicking on the row header. Click the Bold icon.
- Select the entire column A by clicking on the column header. Open the context menu and select the command Format Cells. Choose a date format for Column A.


Cell Attributes
Numbers
Font
Alignment
Borders
Background
Cell Protection
Time
Scientific
Fraction
Boolean Value
Friday, December 31, 1999
12/31/99
12/31/1999
Dec 31, 99
Dec 31, 1999
31. Dec. 1999
December 31, 1999
31. December 1999
Options
OK
Cancel
Help
Reset

Category: Date

Format: 12/31/99

Language: System

Format code: M/D/YY

System

Decimal places: 0

Leading zeroes: 0

☐ Negative numbers red

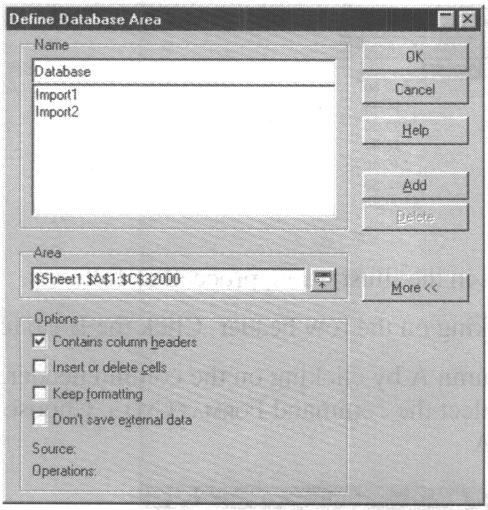
☐ Thousands separator

Preview: 1/1/98

- Select column C by clicking on the column header, and apply a currency format. To do this, just click the Currency icon.

Defining a Data Area

- Select the entire sheet or the area with the three columns and define the selected area as a database area with the command Data - Define.
- The selected area appears in the Define Database Area dialog box. Be sure to check the box Contains column headers so that the first row is correctly taken into account. (If this option is not visible, click More.)
- Close the dialog with OK.


Define Database Area
Name
OK
Cancel
Help
Add
Delete
Area
More <<
Options
Source:
Operations:

Name: Database

Import1
Import2

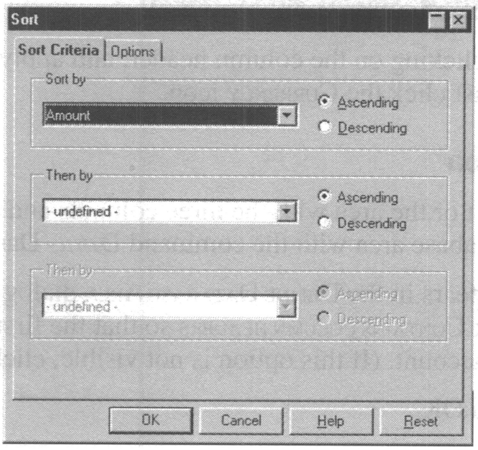
Area: $Sheet1.$A$1:$C$32000

☑ Contains column headers
☐ Insert or delete cells
☐ Keep formatting
☐ Don't save external data

The selected area is now defined as a data area, which among other things, means that the rows (records) can be conveniently sorted. The sort order and filters you have defined for the selected area will be updated.

Sorting a Database

If you want to organize your expenses according to amount, for example, place the cursor in the data area and select the command Data - Sort. In the dialog, choose the column "Amount" as sort criteria and click OK.


Sort
Sort Criteria
Options
OK
Cancel
Help
Reset

Sort by: Amount ● Ascending ○ Descending

Then by: - undefined - ● Ascending ○ Descending

Then by: - undefined - ● Ascending ○ Descending

You may specify up to two additional subcriteria for the sort function. For instance, you can sort the expenditures first by date, then by purpose if they have the same date, and then by amount if they have the same purpose.

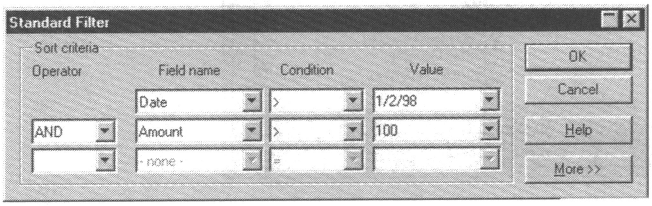
Filtering Data

To filter out only certain records so that you can modify them, use the spreadsheet filtering function. You can choose between specifying the criteria in a dialog box, which also permits area definitions, or creating an AutoFilter that will help whenever you want to filter according to specific values or text.

Imagine that your expenditure list is already a good 8000 records long. In this case, it would be extremely difficult to maintain an overview. If you only want to view records that have been added since January 2, 1998, and with an amount greater than $100, you will need to set a filter.

❐ Place the cursor in the data area and open the Filter dialog with Data - Filter - Standard Filter. Enter the following criteria: Date > 1/2/98 AND Amount > 100.

In the dialog, you can select the existing contents of the data fields in the drop-down list boxes, but you can also enter the values directly.



Operator	Field name	Condition	Value
	Date	>	1/2/98
AND	Amount	>	100
	- none -	=	

Click OK to display only those records that fulfill all the criteria. Return to the previous view by clicking the AutoFilter icon in the Main toolbar.

If you want to display only records with a specific content, you can easily do this with the aid of the AutoFilter:

❐ Place the cursor in the data area.

❐ Click the AutoFilter icon in the Main toolbar. Small arrow buttons appear in the column headers.

❐ Click on the arrow in the Date field and select the desired date. Only records that contain this date will be shown.

Once again, you can return to the previous view by clicking the AutoFilter icon in the Main toolbar.

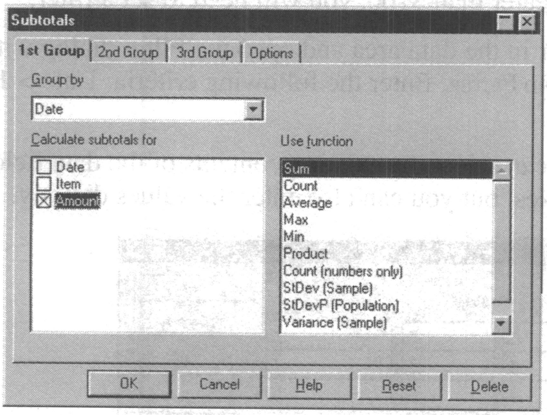
Grouping Data and Calculating Subtotals

If you want to expand the sample data and actually use it for a budget, you will certainly want to summarize the data with totals and subtotals. This can be done in just a few simple steps.

☐ Place the cursor in the data area.

☐ Choose the command Data - Subtotals. The Subtotals dialog appears.

☐ Specify the desired options for calculating the subtotals. Group subtotals according to "Date" (calculates a new subtotal for each date), and use the function "Sum" (adds the subtotals) to calculate the "Amount."



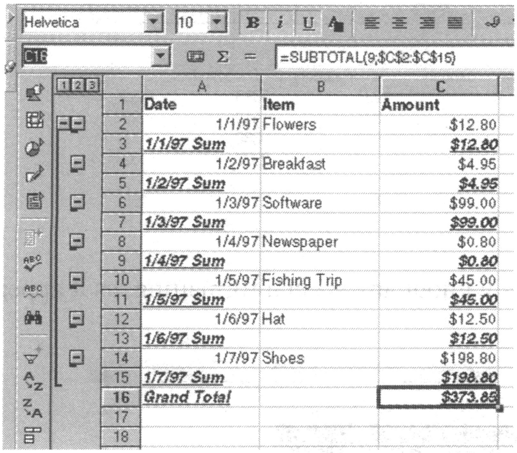
Group by: Date

Calculate subtotals for:
☐ Date
☐ Item
☒ Amount

Use function: Sum

Subtotals
1st Group
2nd Group
3rd Group
Options
Sum
Count
Average
Max
Min
Product
Count (numbers only)
StDev (Sample)
StDevP (Population)
Variance (Sample)
OK
Cancel
Help
Reset
Delete

As soon as you press Enter or click OK, the sheet will be grouped according to the subtotals. For every group of entries with an identical date, a subtotal is calculated. The grand total is displayed at the bottom.



=SUBTOTAL(9;$C$2:$C$15)

	A	B	C
1	**Date**	**Item**	**Amount**
2	1/1/97	Flowers	$12.80
3	***1/1/97 Sum***		***$12.80***
4	1/2/97	Breakfast	$4.95
5	***1/2/97 Sum***		***$4.95***
6	1/3/97	Software	$99.00
7	***1/3/97 Sum***		***$99.00***
8	1/4/97	Newspaper	$0.80
9	***1/4/97 Sum***		***$0.80***
10	1/5/97	Fishing Trip	$45.00
11	***1/5/97 Sum***		***$45.00***
12	1/6/97	Hat	$12.50
13	***1/6/97 Sum***		***$12.50***
14	1/7/97	Shoes	$198.80
15	***1/7/97 Sum***		***$198.80***
16	***Grand Total***		***$373.85***
17			
18			

Notice the controls to the left of the row headers. They enable you to view which records (rows) have been summarized. If you click on a minus sign, only the row with the results is shown. The easiest way to control the display is with the small digits above the group area. If you click on 1, only the grand total is displayed; 2 reveals the subtotals, and 3 shows all elements.

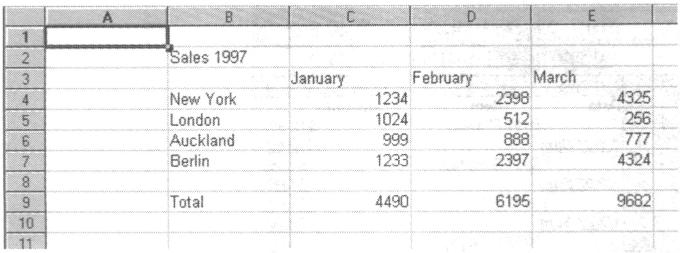
Layout in Tables and Sheets

You can, of course, use formats other than the preset standards to design your sheets and tables. There are various ways to present an attractive layout. Here you will learn some techniques for visually structuring both spreadsheets and tables in text documents.

Creating Structured Spreadsheets

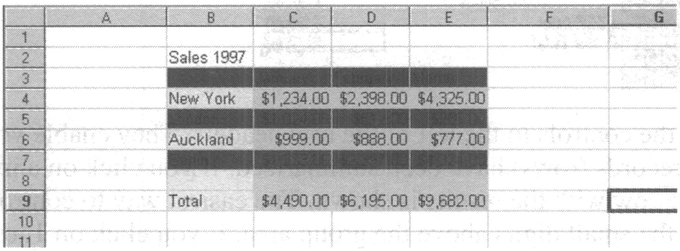
Spreadsheets are used primarily to calculate data. If your main purpose is to display or print data in a clear structure, you should use the table function in a text document instead. However, even though spreadsheets are used mostly for calculation, this should not prevent you from presenting data in an attractive format.

With only a few steps, you can design your sheet in a variety of ways. For example, here are three different views of the same sheet, varying only in layout:



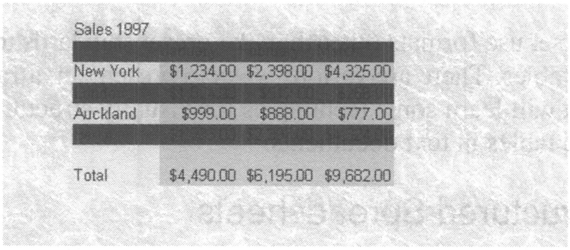
	A	B	C	D	E
1					
2		Sales 1997			
3			January	February	March
4		New York	1234	2398	4325
5		London	1024	512	256
6		Auckland	999	888	777
7		Berlin	1233	2397	4324
8					
9		Total	4490	6195	9682
10					
11					

This is a sample sheet without any special formatting, as it appears by default.



	A	B	C	D	E	F	G
1							
2		Sales 1997					
3		[illegible]	[illegible]	[illegible]	[illegible]		
4		New York	$1,234.00	$2,398.00	$4,325.00		
5		[illegible]	[illegible]	[illegible]	[illegible]		
6		Auckland	$999.00	$888.00	$777.00		
7		[illegible]	[illegible]	[illegible]	[illegible]		
8							
9		Total	$4,490.00	$6,195.00	$9,682.00		
10							
11							

If you simply format the sheet with one of the AutoFormats, it will look good without requiring any further editing on your part.



Sales 1997

[illegible]	[illegible]	[illegible]	[illegible]
New York	$1,234.00	$2,398.00	$4,325.00
[illegible]	[illegible]	[illegible]	[illegible]
Auckland	$999.00	$888.00	$777.00
[illegible]	[illegible]	[illegible]	[illegible]
Total	$4,490.00	$6,195.00	$9,682.00

Here, the sample sheet was formatted by modifying cell attributes in the FORMAT - CELLS dialog. In addition, the gridlines and sheet headers were switched off under TOOLS - OPTIONS - SPREADSHEET - LAYOUT, and a graphic file was loaded as a background picture.

The number of possible formatting options is practically unlimited, and they can be easily applied with only a few commands or mouse clicks.

Formatting Text in a Spreadsheet

❒ Select the text you want to format.

❒ In the Spreadsheet object bar, click the icons to apply the desired text attributes. You can also use the command Format - Cells. In the Cell Attributes dialog, you can choose various text attributes in the tab Font.

Formatting Numbers in a Spreadsheet

❒ Select the cells containing the numbers you want to format.

❒ To format numbers in the standard currency format or as percentages, use the icons in the Spreadsheet object bar. For other formats, use the command Format - Cells. You can choose from the preset formats or define your own in the tab Numbers.

Formatting Borders and Backgrounds for Cells and Pages

❒ You can assign a format to any group of cells by first selecting the cells (hold down the (Ctrl) key), and then activating the Cell Attributes dialog with Format - Cells. In this dialog, you can select attributes such as borders, shadows, and backgrounds.

❒ To apply formatting attributes to an entire sheet, select the Format - Page command. For example you can define headers and footers to appear on each printed page.

Preparing Tables in Text Documents

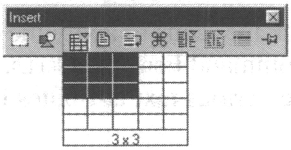
When you insert a table into text, several special formatting options are available to you. Tables in text documents are particularly useful in designing Internet web pages. The HTML page description language permits controlled positioning of graphics only if you have first inserted them in tables. StarOffice makes it easy to insert graphics into a table. Once you have done this, you need only to save the finished document in HTML format to have an attractive Internet page.

Inserting Tables in Text Documents

❒ For this example, open a new text document with New - Document.

❒ Place your cursor at the position in the text document where you want to insert a table.

- Click the Insert icon in the Main toolbar to open a floating toolbar which contains the Table icon. Drag the floating toolbar into your document.



- Click on the Table icon, and keeping the mouse button pressed, *drag to* select the desired amount of rows and columns. When you release the mouse button, the table will be inserted in your document.

Formatting a Table in Text Documents

A new table inserted in a text document will be preformatted. The first row will have the paragraph style "Table Heading," and all other rows will have the "Table Contents" style. Text entered in the first row will automatically be bold and centered. The following describes various formatting options that determine the overall appearance of a table.

First, note that cells in tables are not restricted to the size suggested by the grid of rows and columns. You can easily merge adjacent cells into one cell or split individual cells horizontally or vertically with the icons Merge Cells and Split Cells in the Table object bar. This in itself gives you many design possibilities.

In the Table Format dialog, you can apply formatting attributes to a table. Open this dialog either with the menu command Format - Table or the Table command in the context menu.

If you want to change the table background, for example, proceed as follows:

- Select the cells to which you want to assign a background color.
- Now, either select the Format - Table command or click Table in the context menu of the selected cells.
- In the Table Format dialog, click the Background tab.

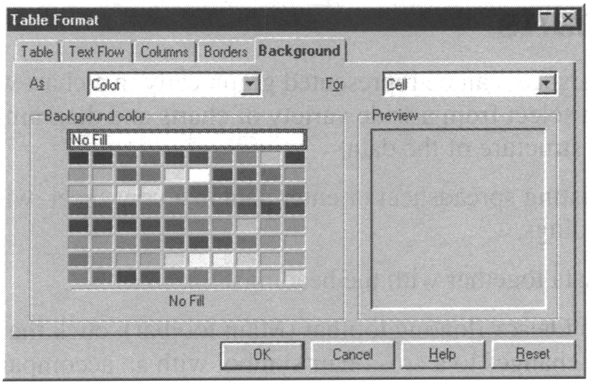


Table Format

As: Color

For: Cell

Background color: No Fill

Notice the two list boxes at the top of the dialog box. In the left box, you can choose a color or a graphic as the background. In the right box you can define whether to apply the background to the selected cells, the whole row, or the entire table. Cell formatting takes priority over row formatting, while table formatting has lowest priority.

You can design your tables with even greater impact using thematically appropriate backgrounds. Background colors and pictures are always inserted behind text and values in a table.

Pictures and other objects, however, can also be inserted in the foreground of a table. Place your cursor in the cell where you want the object to appear, and in the Insert menu, choose whether to insert a picture or an object.

❒ To insert a picture, select the command Insert - Picture - From File.

❒ In the Insert Picture dialog, select the desired graphic file. Click Open.

Click on the inserted picture and select the command Picture in the context menu (or double-click on the picture). In the Picture dialog, you can define various settings for the picture and its function in the document.

For example, you can define text wrap, which determines whether the text should flow around the picture and on which side. Or you can define a hyperlink to be activated when you click the picture. In addition, you can use a macro to assign various events to the picture. Macros enable you to program functions, such as playing a sound whenever the mouse passes over the picture, for instance.

Working with Charts

Data in a spreadsheet can be represented graphically in a chart with little effort. You can select from a wide variety of charts and diagrams suited for illustrating the structure of the data.

❒ Open an existing spreadsheet or enter data in a new sheet, with row and column headings.

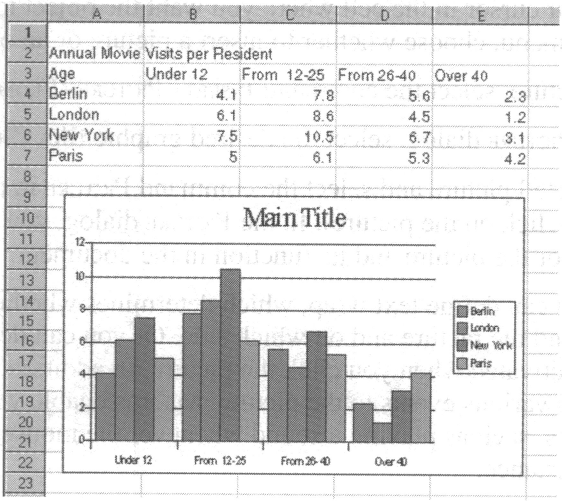
❒ Select the data together with the headings.

❒ In the Insert Object floating toolbar (Main toolbar), click the Chart icon. The pointer changes to a cross-hair symbol with an accompanying chart symbol.

❒ In the spreadsheet, drag open a box that indicates the location and size of the chart you want to insert. You can change the location and size of the chart at any time.

❒ As soon as you release the mouse button, a dialog appears in which you can make further entries. You can also simply click the Create button to create a chart with the standard settings.

The AutoFormat Chart function is explained in detail in the StarOffice Help.



	A	B	C	D	E
1					
2	Annual Movie Visits per Resident				
3	Age	Under 12	From 12-25	From 26-40	Over 40
4	Berlin	4.1	7.8	5.6	2.3
5	London	6.1	8.6	4.5	1.2
6	New York	7.5	10.5	6.7	3.1
7	Paris	5	6.1	5.3	4.2

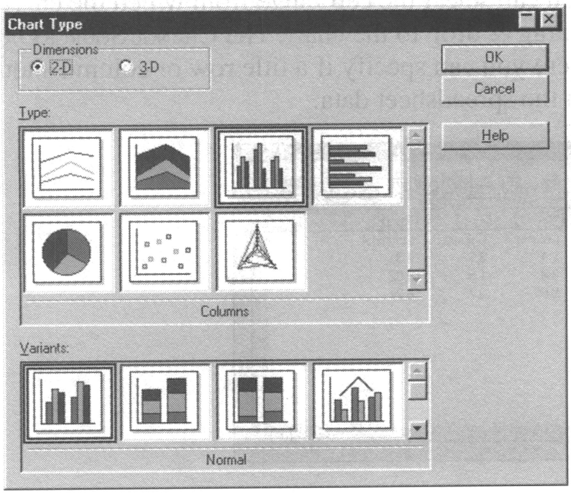
This example shows the number of moviegoers of different age groups in different cities.

If you prefer to have the cities rather than the age groups represented on the horizontal axis, you can "flip" the chart. This is very simple - as long as the chart is selected, the icon Data in Columns is visible in the Main toolbar. Click it, and you will see the result immediately.

You can make further modifications to the individual elements of the chart at any time. Either double-click an area of the chart, or select various options in the Format menu (if the chart is selected). If you double-click the color preview in the legend, for example, you can reformat each of the data points. However, to format the background of the legend, click the background in the legend box.

When you insert a chart in a document via the Insert Object - Chart floating toolbar, it will be filled with sample data. You can change the chart content by double-clicking the chart to edit it and then selecting the View - Chart Data command. Here you can change the column and row views and how the data is displayed.
You can also modify data in a chart copied, for instance, from a StarCalc document into a StarWriter document. Simply double-click the chart to edit.
In the Chart Data window, changes effect only the chart display, and not the original data in the spreadsheet.

You may also change the chart type at any time. To do so, double-click the chart to select it, and choose the command Format - Chart Type. In the dialog, you will find a variety of chart types to choose from.



Dimensions: ● 2-D ○ 3-D

Try out the different options in the Chart Type dialog. You can also switch between 2-D and 3-D representation. With the Columns chart type you can select a combination diagram of lines and columns.

The three-dimensional representations make special effects possible. In 3-D charts, you can even adjust the illumination settings, such as light source, ambient light and the color filter.

3-D charts can be rotated and flipped with the mouse for optimal design. You can find more information on 3-D charts in the Advanced Tips section of the User's Guide.

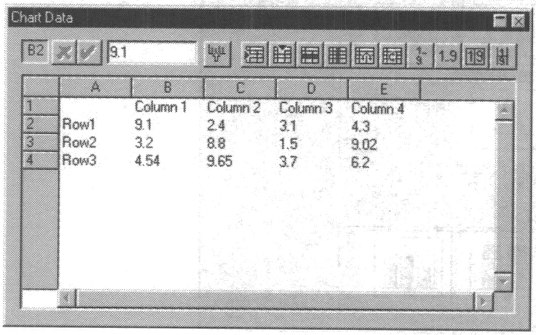
Select the command Insert - Statistics... to add statistical values to XY charts, such as error indicators for the variance, and regression curves. A simple or double logarithmic display of axes can also be set here.

If you later want to change the values on which the chart is based, click the Chart Data icon in the Main toolbar.

The Chart Data icon, or the same command in the View menu, is not active if you are editing a chart that is directly linked with the values in the current spreadsheet. Only if the chart is a copy of one created in a spreadsheet, can you access the Chart Data window.

If you want to change the values in a chart whose data is linked to the active spreadsheet, simply change the values in the respective spreadsheet cells. The chart will be automatically updated as soon as you change a cell value and move out of the cell.

Alternatively, you can select the cell range from which the chart originates and move it via drag & drop to the chart. The Change Source Data dialog then appears where you can specify if a title row or column should be created based on the spreadsheet data.



B2 9.1

	A	B	C	D	E
1		Column 1	Column 2	Column 3	Column 4
2	Row1	9.1	2.4	3.1	4.3
3	Row2	3.2	8.8	1.5	9.02
4	Row3	4.54	9.65	3.7	6.2

In the CHART DATA dialog, you can modify the data for the display of the chart. For example, you can rearrange the rows and columns. This can be particularly helpful in cases when data at the front of the chart overlaps data at the back. The source data in the spreadsheet will not be affected by changes in this window.

Basics for Drawings and Graphics

An office package would be incomplete without the possibility of creating graphics and integrating them into documents and presentations. In StarOffice, you can create drawings and presentation documents ranging from a simple picture to an entire slide show complete with impressive slide transition effects and appropriate background music. The StarDraw module allows you to create drawings, and StarImpress is used to prepare and show presentations.

Vector Graphics and Pixel Graphics

Some words of clarification in advance: A differentiation is made between vector graphics and pixel graphics. Vector graphics consist of directions such as "draw a line of the weight A and color B from the point with the coordinates (C, D) to the point (E, F)." Vector graphics are independent of the screen resolution, which means that they will still look good with any enlargement factor (within the capabilities of the output medium). In StarOffice, you can create vector graphics via FILE - NEW - PRESENTATION or DRAWING.

Pixel graphics consist of pixels arranged side by side and on top of each other. Pixels are small dots capable of displaying different colors. Pixel graphics always have a defined size, for example 800 pixels wide and 600 pixels high. A pixel is the smallest possible unit. If you increase pixel graphics to 1000 by 800, for instance, problems may occur. You cannot simply make every pixel larger, because the pixel size is determined by the output medium. Thus, you have to duplicate some pixels, leave some alone, and possibly define the colors between them. The quality of the display suffers as a result.

Pixel graphics are quite common, since photographic instruments, scanners and similar devices all create pixel graphics. The necessary software for retouching pixel graphics is available everywhere in varying quality and prices. Pixel graphics or pixel images can be created in StarOffice with FILE-NEW - IMAGE. You can edit pixel graphics in STARIMAGE.

The following will focus primarily on the description of vector graphics. You can learn relatively quickly on your own about the module for editing pixel graphics, StarImage. This is worthwhile, because you will find many interesting filters, which you may use, for example, to make a charcoal drawing from a pixel image.

Drawing Rectangles and Ellipses

The drawing module in StarOffice (StarDraw) has many functions for editing vector graphics and designing graphic displays. The most commonly used functions are described here. Further tips can be found in the StarOffice Help.

Open a new drawing document with File- New - Drawing.

In addition to the blank drawing page, you will see the Main toolbar on the left and the Object bar at the top. With View - Toolbars, you can also display the Option bar at the bottom edge of the window.

If you use these instructions to create a presentation document rather than a drawing, you will note the differences between StarImpress and StarDraw. The buttons at the top right above the scroll bar show that you are in the drawing mode, while those at the bottom left indicate the slide mode.

In the Drawing View, you can draw and edit vector objects. The other views, available only in StarImpress and activated by the buttons at the upper right, assist with the creation of presentations; they will be introduced at another point and are described in the StarOffice Help, as well.

At the bottom left, the three icons represent the different modes in a presentation document. In the Slide Mode in StarImpress, you can edit the individual slides of a presentation, while the Background Mode allows you to define an identical background for all your slides. Additionally, you may turn the Layer Mode on or off. This mode is used to manage objects that are not always visible. But now back to StarDraw...

The Main toolbar contains several floating toolbars. These are icons which, when opened, provide additional related icons. The floating toolbars are indicated by small triangles.

☐ Open the Rectangles floating toolbar and click on the Rectangle icon. The pointer changes to a cross-hair symbol with a small square.

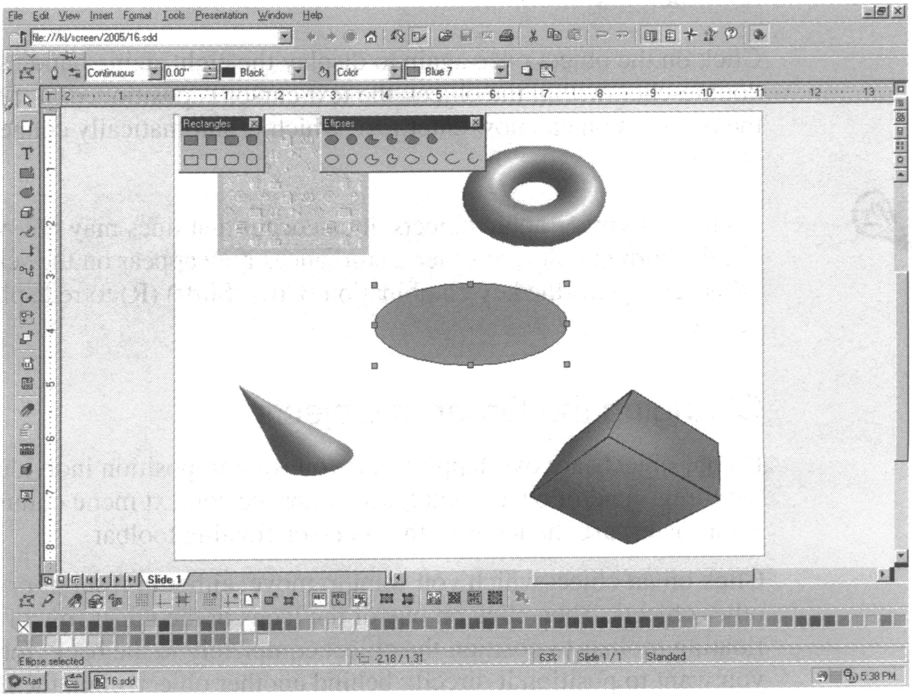
☐ Draw a rectangle on the slide. It has preset attributes, including a light gray fill and a thin black line as a border.

> If you click once on any tool, it is available for only a single task. Double-click the icon to make it active until you choose another tool.

☐ Draw a few additional rectangles ; these can also overlap existing ones. Click on the Ellipse icon and draw some ellipses, as well.

- ❒ Click on each of the objects and modify the fill color, line color, and the line width using the list boxes and icons in the Object bar.

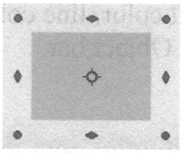
The window might then appear as follows:


File Edit View Insert Format Tools Presentation Window Help
file:///k/screen/2005/16.sdd
Continuous
0.00"
Black
Color
Blue 7
Rectangles
Ellipses
Slide 1
Ellipse selected
2.18 / 1.31
63%
Slide 1 / 1
Standard
Start
16.sdd
5:38 PM

Sizing Handles

When you select an object by clicking it, you will see eight sizing handles. By dragging these handles, you can modify the size of the object. Drag the object itself to move it to another position on the slide.

Switch to ROTATION MODE by clicking on the corresponding icon in the OPTION BAR at the bottom of the screen, and click again on the object. If you position your mouse over a sizing handle, the pointer indicates that you can rotate the object by dragging the mouse. In the middle of the object, a small circle indicates the pivot point. It can be moved to any other position with the mouse. When you drag the corners of the object with the mouse, it rotates around the pivot point. Dragging the middle handle at the side rotates the object around the opposite edge.



Click on the object once again to display the eight sizing handles. If you double-click within the object, the text cursor is positioned in the middle of the object. You can now enter text, which is automatically connected to the object.

> When moving graphic objects, it can occur that lines may not be displayed in the correct color, or other disturbances may appear on the screen. In this case, press the key combination (Ctrl) (Shift) (R) to redisplay the screen.

Changing the Order of Objects

If your objects are overlapping and you want to position individual objects in the foreground or background, use either the context menu commands, or, even easier, use the icons in the Arrange floating toolbar.

Click on an object which you want to move, either in front of or behind other objects. Then click on one of the icons in the upper row of the Arrange floating toolbar to position the object completely to the back, for example. If you want to position it directly behind another object, click the Behind Object icon. Then click on the object behind which you want to position the current object. You will only see an effect if the objects overlap.

You can also select two objects together (hold down the Shift key) and then in the context menu, choose Reverse. This transposes the order of both (or all) objects in the stack.

Aligning Objects

You can, of course, position the objects anywhere with the mouse. However, to position an object exactly at the upper margin of a slide, for instance, or center two objects vertically above each other, simply use the icons in the Alignment floating toolbar.

If you select an individual object and then click on one of the icons in the Alignment floating toolbar, the object is aligned at the page margins. If you have selected two or more objects together, they will be aligned to each other.

> Remember that everywhere in StarOffice a multi-level undo function is available. Activate this function by clicking the Undo icon in the Function bar or by pressing (Ctrl) (Z). Each time you use this command, it reverses the previous action.

Drawing Sectors and Segments

The Ellipses floating toolbar contains several icons for drawing sectors and segments. Sectors are like "perfectly cut pieces of pie," the tips of which all extend to the middle. Segments are like pieces of pie without the tips.

Drawing sectors of an ellipse or circle requires multiple steps, though the process functions intuitively:

☐ Open the Ellipses floating toolbar and click on the Circle Pie icon. The pointer changes to a cross-hair symbol accompanied by a small sector symbol.

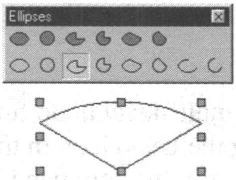
☐ Use the mouse to drag open the shape of a circle. The outline of a circle follows the movement of the mouse.

> The first click when you start to draw the sector defines whether it begins from the edge or the center. To draw the circle starting from the center, press the (Alt) key while dragging.

☐ Release the mouse button when the circle has reached the desired size.

☐ Note that a radius appears within the circle, following every movement of the mouse. Position the radius at the point where you want one boundary of the sector to be. Then click once.

☐ When you move the mouse, this sets the first radius, and a second radius follows the movement of the mouse. As soon as you click again, the circle pie is complete.



The cursor retains the function for drawing sectors (pie shapes). If you drag again, you can draw the next circle pie. If you simply click without dragging, the function will be canceled.

Drawing ellipse pies is done in a similar fashion. The dimensions of the imaginary border, which appears when you start to drag open the shape, determines the dimensions of the ellipse.

When drawing a segment, proceed in exactly the same manner as described above for sectors. The only difference is that in the last step a second radius will not follow the movement of the mouse, but rather a secant (straight line) cuts through the circle.

With the other icons in the Ellipses floating toolbar, you can draw ellipses and arcs. This process also functions as described above. In this case, however, only the circumference of the ellipse or the circle is drawn.

Drawing and Editing Curves

Vector graphics used in drawing and presentation documents consist not only of ellipses and rectangles, but also irregularly formed curves, which may form open or closed figures. StarImpress and StarDraw allow you to draw and edit unusual shapes with ease.

Drawing All Kinds of Curves

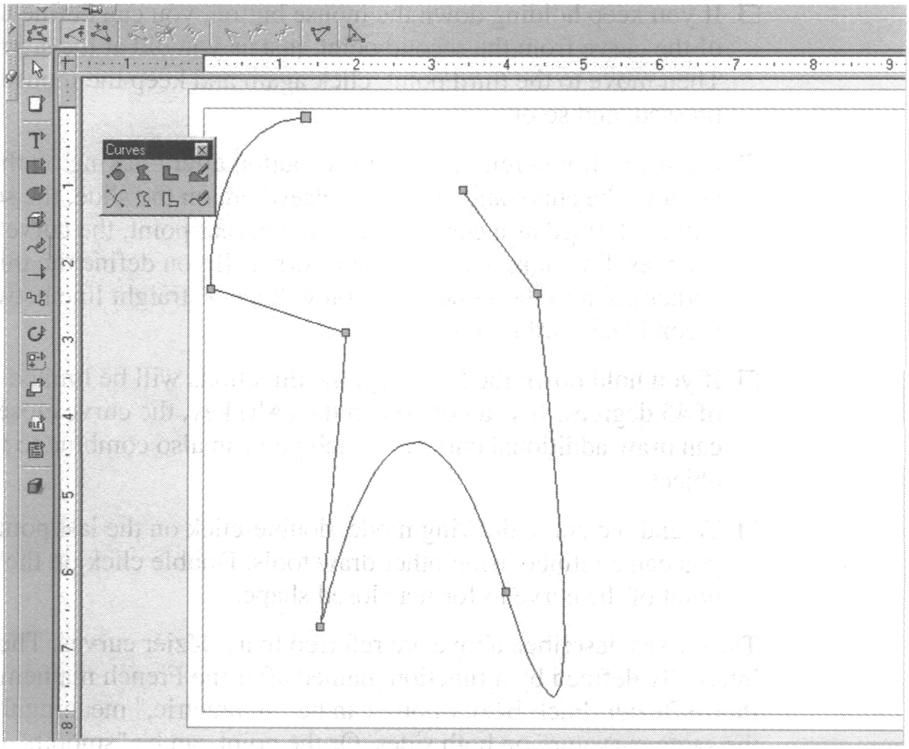
You will find the tools for drawing special shapes in the floating toolbar Curves & Polygons. Drag the floating toolbar into an empty drawing or presentation document.

❒ Select the Curve icon. The cursor appears as a cross-hair symbol with an accompanying symbol that indicates the new function.

❒ You can now draw a curve with the mouse. The point where you first click determines the starting point and direction of the curve. Now, move the mouse without holding the button down - the curve will follow the movement of the mouse - and click where the second point of the curve should be.

- If you keep holding down the mouse button, you can define the direction of the curve from the second point, just as you did at the starting point. Then move to the third point, click again and keep the mouse button pressed, and so on.
- However, if you release the mouse button after clicking on the second point of the curve and then click elsewhere on the slide, the second point will be defined as a corner point. At a corner point, the curve abruptly changes direction, thus forming a corner. If you define the third point as a corner point in the same way, you will get a straight line between the second and third points.
- If you hold down the Shift key, the directions will be limited to multiples of 45 degrees. If you hold down the (Alt) key, the curve closes, and you can draw additional curves - which you can also combine to form a single object
- To end the curve drawing mode, double-click on the last point set. Now, you can continue using other draw tools. Double click on the starting point of the curve to form a closed shape.

The curves described above are referred to as Bézier curves. The shape is internally defined by a function, named after the French mathematician Pierre Bézier. Each Bézier point can be "symmetric," meaning the line has the same curvature on both sides. Or the point can be "smooth" if the curvatures are different. If the curve at the point is not extended but instead comes to a peak, then it is a "corner" point. You can convert each type of point into any other type, which gives you great influence over the shape of the curve.



Editing a Curve

You can edit the control points of a curve, which are indicated by small squares. If you want to edit a curve, click the SELECT icon at the top of the Main toolbar and select the curve. Then click EDIT POINTS in the far left of the Option bar at the bottom of the screen, or in the Object bar. Both activate the Bézier object bar which contains additional tools for editing Bézier control points.

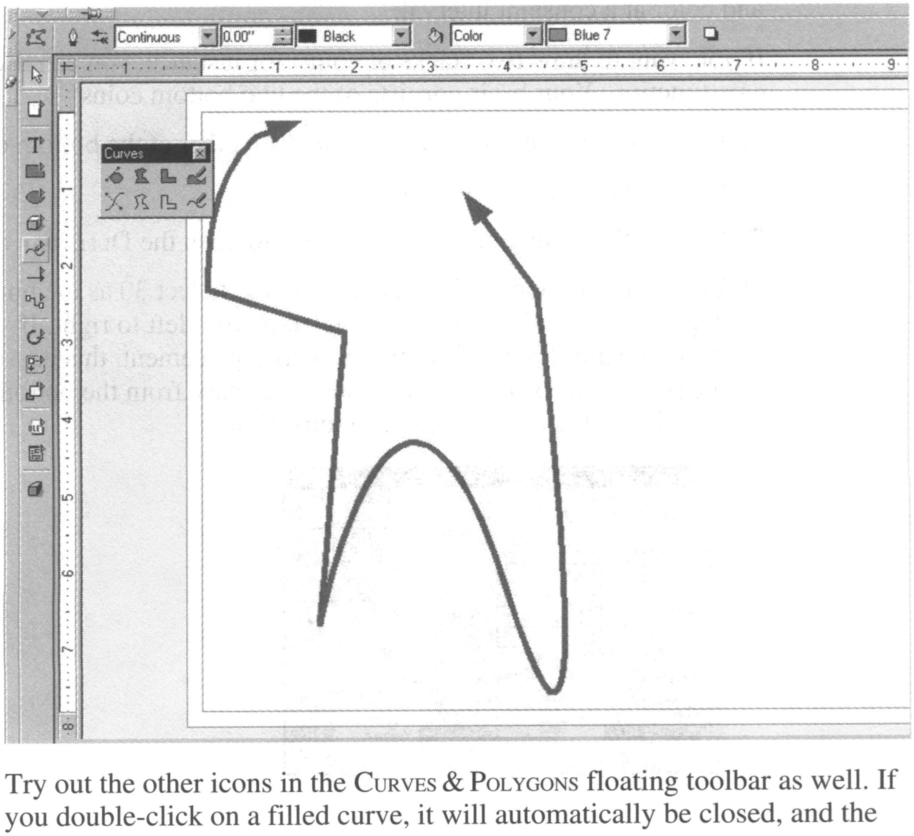
❒ Click once on the point you want to edit. It will appear as a filled square, and you will see two control lines with sizing handles at the ends. "Corner" points have only a single control line.

❒ You may now move the Bézier points and the sizing handles as you wish. Note how the curve changes accordingly. The cursor indicates in each case which function you can perform.

In the Edit mode for Bézier points, the Object bar contains several icons with which you can, among other options, change the type of the selected curve point. A detailed explanation of the various options can be found in the StarOffice Help.

- ❐ If you want to change the type of curve point, select it with EDIT POINTS. In the Object bar, the icons indicate which type of point is selected: Corner, Smooth or Symmetric.
- ❐ Click one of the icons in order to change the type of point. The display in the Object bar will not be immediately updated; if you want this to occur, you must select the entire curve and click the desired point again for editing.

Of course, you can also edit curves in the "conventional" manner, i.e., changing width, color, and (in cases of filled curves) the object fill. The options for changing these attributes are found in the Object bar, in the context menu, and in the menus FORMAT and MODIFY.



Try out the other icons in the CURVES & POLYGONS floating toolbar as well. If you double-click on a filled curve, it will automatically be closed, and the enclosed areas will be filled. You can read more about these options in the StarOffice Help.

Working with Objects

You can select, copy, cut, and paste individual objects in a presentation or drawing document, similar to editing words in a text document. Additionally, there are functions available only for graphic objects, such as duplicating, morphing, or grouping. All elements in the drawing area such as rectangles, circles, lines, and so forth are considered to be objects.

Duplicating an Object

Duplicating an object allows you to easily make a set number of copies of an object, which differ from one copy to the next in position, orientation, size, and color at a constant interval.

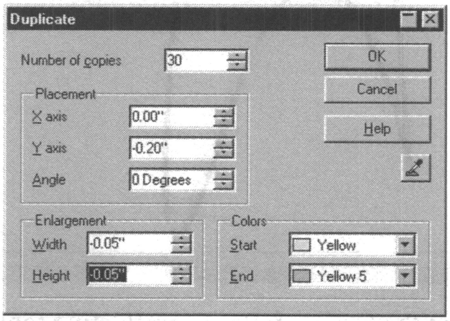
If you want to draw two stacks of coins, for instance, you can use the duplicate function. Your basis consists of the two bottom coins:

☐ Draw two ellipses or circles next to each other at the bottom of the slide.

☐ Select both objects together.

☐ Choose the command Edit - Duplicate to open the Duplicate dialog.

☐ Enter the following values as seen below. Select 30 as the number of copies. The x-axis is the horizontal axis from left to right. If you enter positive values in the field for the x-axis placement, this causes a shift to the right. If the stack of coins should increase from the bottom up, enter a negative value in the (vertical) y-direction.



Number of copies 30

X axis 0.00"

Y axis -0.20"

Angle 0 Degrees

Width -0.05"

Height -0.05"

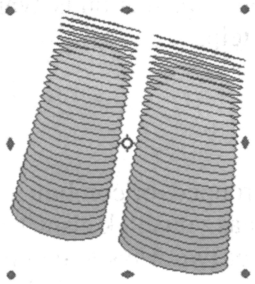
Start Yellow

End Yellow 5

- ❐ If you want the coins to become smaller as they are duplicated, enter a negative value for the width and height.
- ❐ Finally, define a color scheme from bottom to top. Select, for example, a darker yellow as a beginning color than for the end color.
- ❐ With the aid of the EYEDROPPER in the DUPLICATE dialog, you can use the color of the start object as the start color.
- ❐ Click OK, and StarImpress creates the copies.

The copies are not automatically grouped. After the end of the operation, only the top pair of coins will be selected. If you want to slant the coin stacks a little, you first have to select all of the coins together.

- ❐ To select all coins, either press (Ctrl) (A), if there are no other objects on the page; or drag a selection frame around the coins.
- ❐ Now click the ROTATE icon in the floating toolbar DRAW EFFECTS. A symbol appears on the object handles, which indicates that you can rotate the objects or slant them together.
- ❐ Slant the stacks a little to the right, click once again in the selected area, and reduce the entire image. In the end, the coin stacks may look something like this:



Morphing between Two Objects

The morphing function is only available for drawings in StarDraw, not for StarImpress documents. If you want to insert an object in a presentation which was created by morphing two objects, simply copy it via the clipboard from the drawing to the presentation.

Morphing calculates a transition between two objects, and displays the fading intervals between the objects. From one step to the next, the form, orientation, color of the objects as well as other attributes, are adjusted uniformly.

☐ Draw a red circle in an empty drawing document at the bottom left, for example, and a bright green rectangle in the upper right.

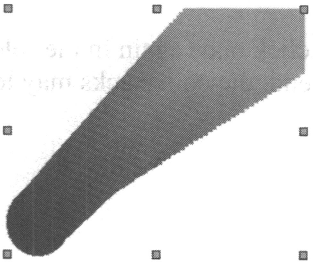
☐ Select both objects together.

☐ If you wish, set the line style for both objects to "invisible," so that the border is no longer visible. Click in the Line Style list box at the left of the Object bar, and select "Invisible" at the top of the list.

☐ Choose the command EDIT - MORPHING. A dialog box appears where you can define further settings.

☐ Select at least 50 levels for morphing, and click OK.

StarDraw calculates the fading intervals and displays the results.



This new object is a group, which consists of the specified number of individual objects. If you wish, you may remove the grouping and reedit the individual objects. The commands for grouping functions are found in the Modify menu. Further information is available in the StarOffice Help.

Working with Object Groups

Multiple objects can either be selected, grouped, or combined. Common selecting has a temporary effect - as soon as you click elsewhere on the slide, the area will be deselected. The other two ways to combine objects are valid until the group or the combination is deselected with the command in the context menu or in the Modify menu. You can also use these commands, for example, to group or combine multiple object groups.

Grouping Objects

You can combine several objects into a group. All changes made to a group will have an effect on all objects in the group. In particular, groups can be moved, rotated, and manipulated as a single object. In contrast to multiple selection, in groups you do not have to worry that an individual object will not be moved or rotated with the other objects.

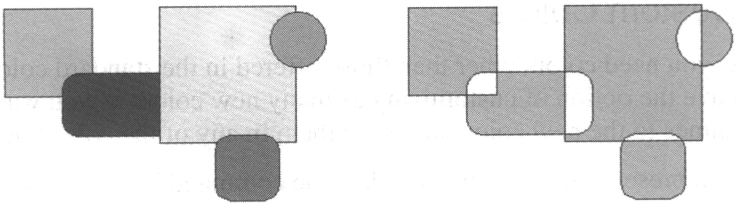
For example, if you want to draw a bicycle, you can first construct a wheel, composed of a tire, rim, spokes, and hub, and then you can group these objects together. This makes it easy to rotate the wheel, duplicate it, and move the second wheel to the appropriate position. Finally, draw the frame and the rest of the bicycle, and form a new group.

To edit an object of a group, you do not need to redefine the group; simply edit the group via the command in the Modify menu. You can then edit an object in the group, and exit the group when you're finished.

Combining Objects

In contrast to groups, which consist of single objects, a combination fuses the component objects into one single object with its own new properties. The combination may be undone again later, and the objects will retain the properties they had before being combined.

The most striking property of a combination can be seen when the individual objects overlap. In this case, the intersections appear as "holes" where the objects overlap.



In the illustration, you can see several objects at the left before being combined, and at the right after being combined. The combination retains the attributes of the originally drawn object - i.e., the object farthest to the back. The holes are transparent, which means that when you lay the combination over another object, the object is visible through the intersections.

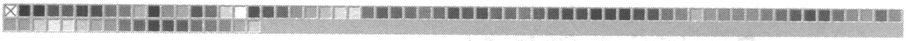
Working with Colors

In the Object bar, you can choose a predefined color for a selected object. The border color can de defined independently from the color used to fill the object.

The Color Bar

You can display the Color bar at the bottom of a drawing, image or presentation document. The Color bar contains a large selection of colors, which can be applied to a selected object simply by clicking on the desired color. Select the command View - Toolbars - Color Bar.

The Color bar displays all existing colors and names in the same order as in the list box. If you define custom colors, these will appear at the end of the Color bar and the bottom of the list box.



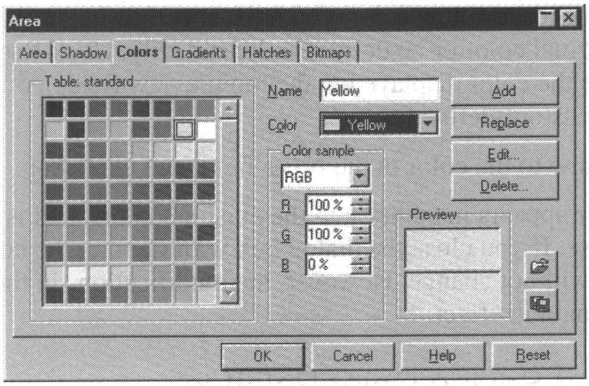
If you have defined more colors than can be displayed in the Color bar, use your mouse to shift the separator line between the bar and the document to increase the size. You can also double-click in a gray area of the Color bar while pressing the (Ctrl) key to make it a floating window. You can then use the Color bar exactly as most other windows. For example, you can move it by dragging the title bar, or change its size by dragging either the sides or corners of the window. To dock the window back into place, double-click again on a gray area of the bar while pressing the (Ctrl) key.

Custom Colors

If you need colors other than those offered in the standard color palette, you have the option of customizing as many new colors as you want. Assign names to the new colors and save them in any of the color files.

In a presentation document, select the command Format - Area to open the Area dialog.

In the dialog, click the Colors tab.



Name: Yellow

Color: Yellow

Color sample: RGB

R: 100 %

G: 100 %

B: 0 %

Here you will find everything you need in order to modify the color of a selected object. You can also define and organize new colors.

If you want to apply a color which is not in the color palette, you first have to define a new color and assign it a name.

> Modifications to the standard color palette are permanent. They will be saved automatically, and are irreversible. This will not present problems if you only want to extend the color palette, but it can create difficulties if you change the standard colors.

- To define a new color, first choose a color from the color palette that resembles the new color. It will be displayed in the upper preview box.
- From the list box, set the color sample according to how you want to define the new color. The list box includes both formats RGB and CMYK.

RGB and CMYK are regarded as the most common color definition formats. RGB stands for Red-Green-Blue. This refers to the color components when the monitor colors are composed of the three primary colors. CMYK stands for Cyan-Magenta-Yellow-Black, and is the standard subtractive color model used in offset printing for full-color documents.

- Define the colors by modifying the values in the spin boxes. Enter values directly, or click on the buttons to change the existing values. The result is shown immediately in the lower preview box.
- If you would rather choose a color from an entire color spectrum, click Edit. You will then see the dialog for editing colors. Select the desired color and close the dialog.

Once you have chosen a new color, you must specify whether it should replace the original color or be defined independently. Click REPLACE, if you want to replace the color displayed in the top preview field. You should do this only with custom-defined colors.

❐ Assign a name to the color in the NAME field, and click ADD.

Your new color appears in addition to the existing colors, and is immediately available for use. If you close the dialog box with CANCEL, the color of the current object will not change. However, the modifications in the color palette will remain in effect.

Loading and Saving Color Palettes

For professional use of colors in presentations, you may find it useful and practical to organize colors thematically, for instance, according to project or client. Arrange the colors you want to use for a particular project together, and then save the color palette as a file. This will later enable you to easily access the appropriate color.

To save the current color list or load a color list from a file, use the icons on the lower right of the COLORS tab. They both open dialogs in which you can select the desired filename and folder.

Loading Color Palettes, Color Gradients and Hatches

As you can see on the other tabs of the Area dialog, the gradients, bitmaps, and hatches that you define can also be saved and loaded as files. You can thus create a customized theme for each individual project.

Line styles and arrow styles can also be modified, saved and reloaded. Use the context menus to edit them.

As the settings are automatically saved, if you want to save your settings under a different name, click the SAVE button in the dialog.

StarOffice provides many alternative color palettes and gradients, hatches, line styles and arrow styles. These can be found as files in the Config subdirectory of the StarOffice directory. By default, the "Standard" file is always open.

Type	Extension	Examples
Color Palettes	*.soc	CMYK, Palette, Standard
Color Gradients	*.sog	Classic, Modern, Standard
Hatches	*.soh	Hatching, Standard
Line Styles	*.sod	Styles, Standard
Arrow Styles	*.soe	Arrowheads, Standard

Pay particular attention to the CMYK.SOC color palette, which you can use to optimally print multi-colored graphics in the CMYK color model.

Gradients and Patterns for Objects and Backgrounds

The objects in your drawings and presentations are not limited to having uniform colors. You can also apply various color gradients, patterns, and hatches. In addition, you can assign a color, a gradient, or a pattern to the background of all the slides in your presentation.

Working with Color Gradients

To assign a predefined gradient to an object, proceed as follows:

❒ Select the object.

❒ Choose the AREA command in the context menu or FORMAT menu.

❒ In the tab OBJECT FILL, select the GRADIENT option and choose one of the gradients. In the following example, instead of the AUTOMATIC default increment for a gradient, it was increased five levels.

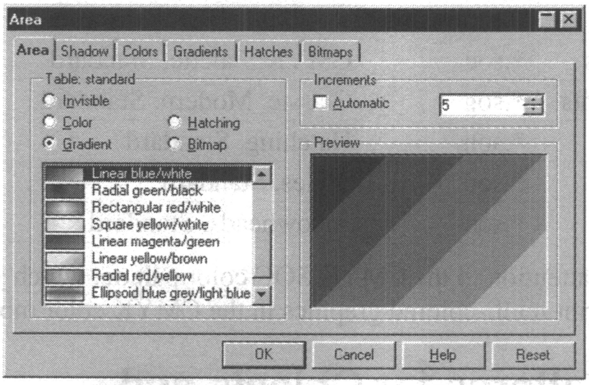
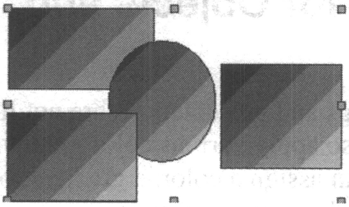

Area
Area
Shadow
Colors
Gradients
Hatches
Bitmaps
Preview
OK
Cancel
Help
Reset

Table: standard
○ Invisible
○ Color
● Gradient
○ Hatching
○ Bitmap

Linear blue/white
Radial green/black
Rectangular red/white
Square yellow/white
Linear magenta/green
Linear yellow/brown
Radial red/yellow
Ellipsoid blue grey/light blue

Increments
☐ Automatic 5

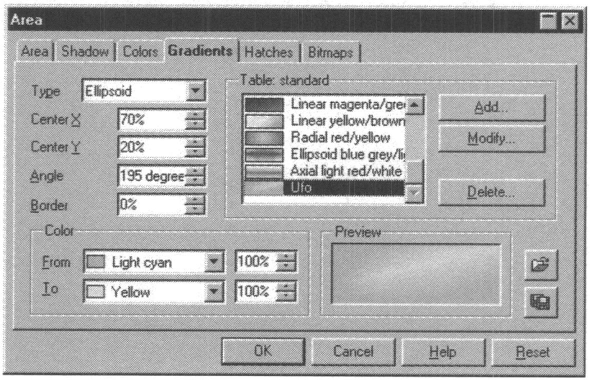


Defining Custom Color Gradients

You can define custom color gradients, save the current color gradient list as a file, or load a different list from another file.

If you have selected an object and then define a new color gradient, the new gradient will immediately be assigned to the object. If you do not want to do this, cancel the selection by clicking anywhere outside the object.

☐ In the Area dialog, click the Gradients tab. Here you can define all options for new color gradients.


Area
Area
Shadow
Colors
Gradients
Hatches
Bitmaps
Add...
Modify...
Delete...
Preview
OK
Cancel
Help
Reset

Type Ellipsoid
Center X 70%
Center Y 20%
Angle 195 degree
Border 0%

Table: standard
Linear magenta/gre
Linear yellow/brown
Radial red/yellow
Ellipsoid blue grey/li
Axial light red/white
Ufo

Color
From Light cyan 100%
To Yellow 100%

❐ From the list of existing color gradients, select one to serve as a starting point for your new color gradient.

❐ Click ADD. In the dialog that appears, you can assign a name for the new gradient. For example, enter the name "UFO" and click OK. The name appears as a new entry at the end of the list and will already be selected for editing.

❐ You can modify other options as well. When you are finished, click MODIFY to save the changes to the new gradient. In the preview, you can see what the gradient will look like. Try out all the options under TYPE, including different angles and start and end colors.

❐ Close the AREA dialog with OK. You can use the new color gradient immediately.

Organizing the Attribute Lists.

The icons LOAD GRADIENT LIST and SAVE GRADIENT LIST activate dialogs for opening and saving gradients. The current gradient list, for instance, might consist of all gradients that you have defined for a certain project. Save the list, then reload the standard list. This way you can keep the list (and the memory) free from resources you do not need. If you later want to continue working on this project, reload the gradient list. The same procedure applies for loading and saving lists of hatches and bitmaps.

Working with Hatches and Bitmaps

Hatches and bitmaps can be used to apply interesting structures to objects. Hatches are made up of uniform patterns of lines, while bitmaps are composed of pixels combined randomly in a rectangular area.

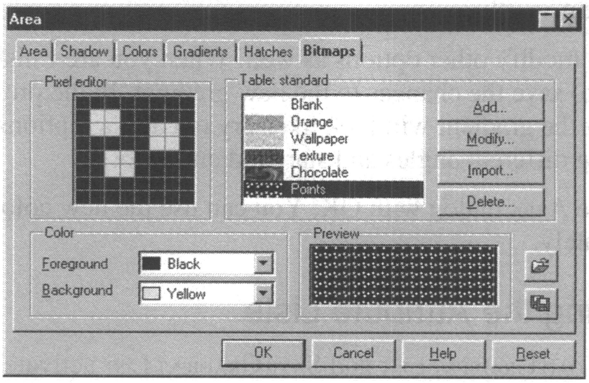
The following example illustrates how you might design a night skyline. First, begin by defining a few bitmap patterns in different sizes to represent "skyscrapers at night." Then, simply draw some rectangles and fill them with the patterns.

To select the hatches and bitmaps, proceed as explained above for color gradients. Custom patterns defined for various projects, for instance, can be saved and loaded as files as well.

Defining a Bitmap Pattern

☐ Open the Area dialog and click the Bitmaps tab.

☐ From the Standard list, select the entry "Blank." You can now add a new bitmap pattern.


Area
Area
Shadow
Colors
Gradients
Hatches
Bitmaps
Pixel editor
Table: standard
Blank
Orange
Wallpaper
Texture
Chocolate
Points
Add...
Modify...
Import...
Delete...
Color
Preview
OK
Cancel
Help
Reset

Foreground: Black

Background: Yellow

☐ Click Add and enter the name of the new pattern, e.g., "Skyscraper1."

☐ Under Color, specify two alternating colors for the pattern. For this example, choose black and yellow.

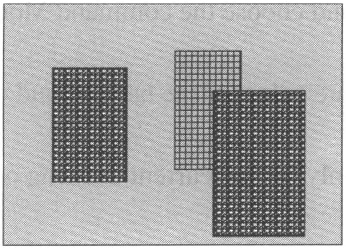
☐ Click on the colors in the pixel editor field to define the pattern. Each click toggles between foreground and background color.

☐ To accept the changes, click Modify. Click OK to confirm the name and close the dialog. Close the Area dialog with OK, as well.

☐ Draw a rectangle on a blank slide, and apply the new bitmap pattern via Format - Area - Object Fill.

Note that in the tab Object Fill, you can also define the size of the individual pixels in the pattern.

Draw a second rectangle and fill it with a similar pattern, which you can define (as described above) with the colors light green and black. After just a few steps, your slide might look like the one in the illustration:



In the example, a background color (Gray 80%) has been applied. You can create your own, custom background color as well.

Defining a Background Color

The background of a slide in a presentation or drawing document is by default invisible; it is displayed as white. If you want to change the background on only one slide, it's easiest to drag open a large rectangle over the entire slide and then apply the desired color or gradient.

However, a large rectangle in the background can be accidentally selected and moved or deleted. This can be quickly reversed with the undo function. For this reason, a Background Mode exists for presentation documents.

Switch to the Background Mode with the icon at the lower left of the work area.

In the Background Mode, you can edit the background of all slides. All objects you enter in this mode, whether rectangles, lines, or text, will be displayed in the background of all slides of the document. In Slide Mode, they are protected against changes.

☐ Switch into the Background Mode as described.

☐ Drag open a large rectangle over the entire slide and use the context menu or the command Format - Area to apply the color "Gray 80%."

☐ Switch back to Slide Mode.

Alternatively, in StarImpress you can change the presentation style. To do this, the Stylist must first be open:

☐ Click the Presentation Styles icon to display a list of all styles in this category.

- ❐ Select the style "Background", and choose the command MODIFY in the context menu.
- ❐ In the dialog, select an appropriate color for the background of all slides. Click OK.

The changes to the style are valid only for the current drawing or presentation document.

Working with Presentations

Presentations offer more than just drawings and graphics. Use presentations to link several slides to form a slide show. You can animate the elements on your slides and assign special transition effects. If the slides contain text, this is displayed in hierarchical structure in the Outline mode. You can change the text or the order of the slides at any time.

To create a presentation, first insert the desired contents on the slides. Create graphic objects in exactly the same way as described for a drawing document.

A Simple Presentation

Here you will learn about presentation documents in StarOffice, and what you need to know about working with slides. Follow along with the examples given here. For more detailed information regarding the dialogs described in the examples, see the StarOffice Help.

Creating Slides for a Simple Presentation

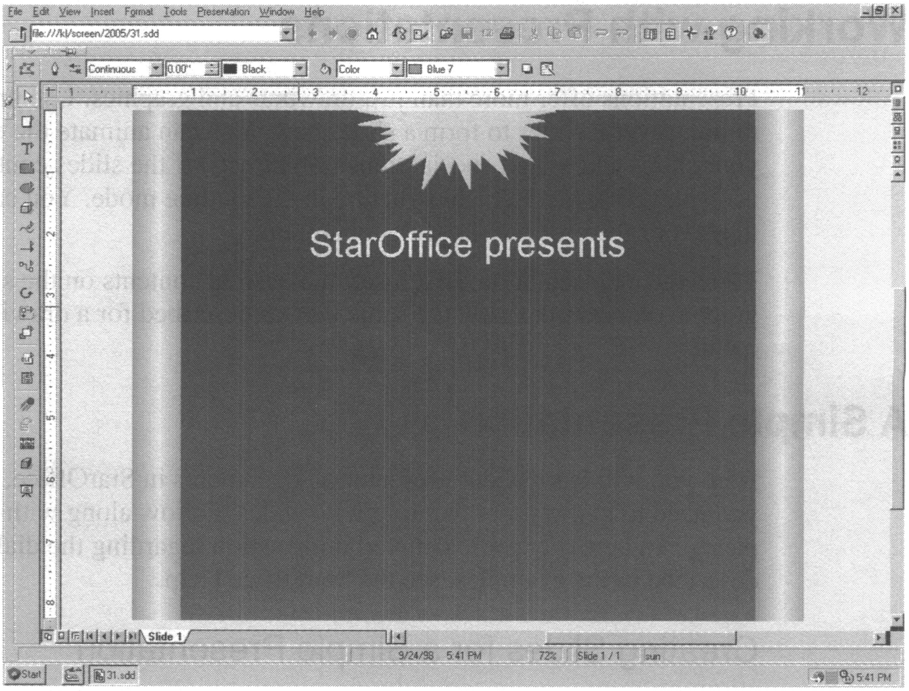
The following example illustrates how to create a presentation.

☐ To base your presentation on a document template, open a new presentation document with File- New - From Template... or (Ctrl) (N).

> If you want to create a more "formal" presentation, we recommend starting with the AutoPilot. This is activated with the command File - AutoPilot - Presentation... and is described in detail in the StarOffice Help.

☐ In the New dialog, select the "Presentation Layouts" category and choose an appropriate template for your slide show. You will see a slide which contains predefined text that you can replace with your own.

> If the document is in Background Mode after opening it, you should switch to Slide Mode with the respective icon at the lower left of the document window.


File Edit View Insert Format Tools Presentation Window Help
file:///kl/screen/2005/31.sdd
Continuous
0.00"
Black
Color
Blue 7
Slide 1
9/24/98 5:41 PM
72%
Slide 1 / 1
Start
31.sdd
5:41 PM

StarOffice presents

☐ Now create a second slide. To do this, click the Insert Slide... command in the small Presentation window. In the dialog that follows, select a page style and confirm with OK. Alternatively, you can also click in the area directly to the right of the tab "Slide 1" to insert a new slide with the same format as the current slide.

☐ You will then see Slide 2. Click once on the lower text frame and press the Delete key.

☐ Double-click in the upper text frame and enter your text. Next, insert a 3-D object.

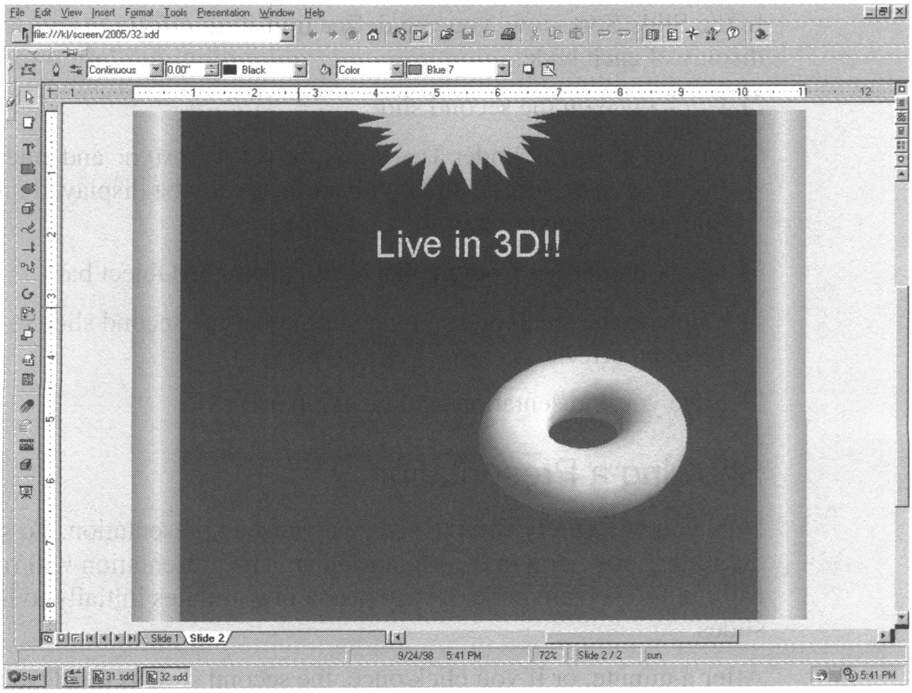
☐ Open the 3-D Objects floating toolbar by dragging it from the Main toolbar into the document. Click on Torus.

☐ Use the mouse to drag the shape of an object on the slide. When you release the mouse button, you will see a 3-D torus.

☐ Close the 3-D Objects toolbar. Position the torus in the center of the slide and enlarge the size by dragging one of the corners.

☐ Click again on the torus to select it. By simply pointing in the center and dragging the mouse, you can rotate the object.

☐ Finally, assign a color or color gradient to the torus.


File Edit View Insert Format Tools Presentation Window Help
file:///k/screen/2005/32.sdd
Continuous
0.00"
Black
Color
Blue 7
Live in 3D!!
Slide 1
Slide 2
9/24/98 5:41 PM
72%
Slide 2 / 2
sun
Start
31.sdd
32.sdd
5:41 PM

You can now save your presentation by pressing (Ctrl) (S) and specifying the name and location for the file.

Arranging Slides with Slide Sort View

Switch into Slide Sort view with the respective icon above the vertical scroll bar at the right. In the slide view, you can rearrange the position of individual slides, as well as define effects for the transition between slides.

To change the sequence of the slides, simply drag them with the mouse to another position in the slide view.

In the context menu of a selected slide, you can use the command Show-Hide Slide to temporarily hide individual slides without deleting them from the document.

Slide Show Effects

In the Slide Sort view, you can define transition effects to precede the display of each slide:

☐ Click once on the second slide.

☐ In the Object bar under TRANSITION, select AUTOMATIC and enter the time 00:01:00. The second slide will automatically be displayed one minute after the presentation of the first slide.

☐ Chose any effect from the list of effects in the Object bar.

☐ Click on the small button to the left under the second slide to preview the selected effects.

☐ Save your presentation again using (Ctrl) (S).

Showing a Presentation

Now you will surely want to see your finished presentation. To start it, click the Slide Show icon in the Main toolbar: The presentation will run automatically in full screen mode. It may take a few minutes initially to load the slides.

After a minute, or if you click once, the second slide is displayed (preceded by the defined transition effect). You can end the presentation at any time by pressing the Escape key.

Feel free to add more slides or try out other presentation effects.

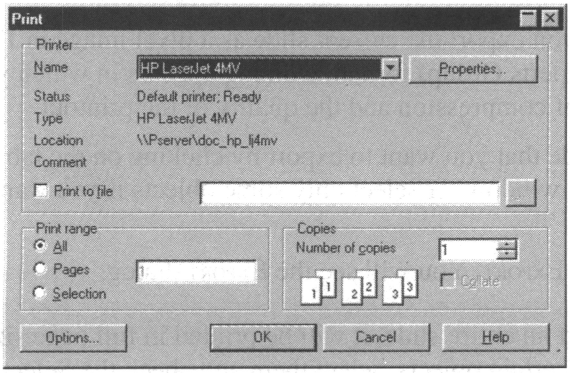
Printing and Exporting Graphics

There are many possibilities for the output of presentation documents. You can create ready-to-use presentations, print the slides in color, or have them exposed on an image setter in high resolution. You may also transfer them fully or partially to other applications. When printing a presentation, you have the choice of either printing directly or saving to a file for later

Printing a Presentation Slide

In StarOffice, you can print the current document by clicking the PRINT icon in the Function bar. It will be printed immediately according to the default settings, without a dialog.

When you print via the PRINT dialog, StarOffice gives you the option of printing only the current selection, the current slide, or all slides of the document. Take a look at the print dialog, activated with FILE - PRINT or with (Ctrl) (P) .



Print

Printer
Name: HP LaserJet 4MV
Status: Default printer; Ready
Type: HP LaserJet 4MV
Location: \\Pserver\doc_hp_lj4mv
Comment:
☐ Print to file

Print range
● All
○ Pages 1
○ Selection

Copies
Number of copies: 1
☐ Collate

The appearance of the PRINT dialog may vary according to the selected printer. However, you will always have the option to specify whether you want to print everything, specific slides, or only the current selection. You can also choose how many copies to print and how these should be sorted.

Click the OPTIONS button in the PRINT dialog to display additional options. When printing text, drawing and presentation documents, you can choose the Brochure option for multi-page text. The size of the pages will be reduced and printed two to a page and double-sided, so that you only need to fold the stack in the middle and staple it.

Because presentation documents consist of vector graphics, they can be printed optimally in any resolution supported by your printer or image-setter. If you want to print a slide at a lithography service or with a high-resolution color printer, select the check box PRINT TO FILE in the Print dialog. The document will be saved as a file that you can give to the printing service. First of all, however, you have to install the printer driver for the printer or image-setter that will be used.

If you want to edit a slide of the presentation in another program, you can export the slide or selected objects on the slide to a different file.

Exporting a Presentation to a File

When exporting to a file, you can choose between various file formats. Depending on the selected format, a dialog box may appear in which you can make additional settings.

For example, if you export the current slide as a pixel image in JPEG (Joint Photographic Experts Group) format, a dialog appears in which you can adjust the level of compression and the quality of the printout.

☐ Select the slide that you want to export by clicking on the tab at the bottom of the window, or select only some objects if you want to export them.

☐ Choose File - Export. You will see the Export dialog.

> If you export an entire slide, it will be printed in full page size. To export only certain objects, select them and check the Selection box in the Export dialog. This ensures that you will not export too much of the white margins.

☐ In the field File Type, choose the file format into which you want to export the slide or selection.

☐ Enter a name and location for the new file and click Save.

Exporting a presentation as a series of HTML pages

If you choose the HTML export file format, StarImpress will automatically create an overview HTML page for your presentation with hyperlinks to additional, automatically generated, HTML pages. Each HTML page contains one presentation slide as a JPG graphic. At this point you can edit these pages in StarOffice's text module, adding headings and additional hyperlinks.

☐ To export a presentation in HTML format, choose the File - Export... command.

☐ Choose the file format HTML. Enter a name no longer than six characters, as additional characters will automatically be replaced by a continuous number.

☐ In the HTML Export dialog, choose a quality level for the created JPEG pictures under Resolution. Note that the higher the resolution, the larger the files will become. Additionally, you can choose to create a table of contents of the HTML pages as an overview page. Leave this option checked for now, and click OK.

☐ StarImpress creates the overview page and a separate HTML page for each slide visible in the current presentation. The slide is linked in the HTML page as a JPEG graphic. At the bottom of the pages you will find hyperlinks to browse through the presentation and to return to the overview page.

Exchanging Data with the Clipboard

Objects in a drawing or presentation document can also be copied to the clipboard and then inserted elsewhere. The objects are stored as vector graphics in the clipboard. If the destination application can process this format, there will be no obstacles to do a data exchange. However, when you copy to the clipboard you may notice a certain loss in quality, since not all attributes can always be precisely transferred.

☐ Select an object in the document and copy it to the clipboard. The easiest way to copy is with (Ctrl) (C).

☐ Switch to the application where you want to insert the object. In Windows 95, for example, you can open the "WordPad" editor.

☐ Insert the contents of the clipboard at the desired location with (Ctrl) (V).

Planning Ahead with StarSchedule

Plan your appointments and tasks with StarSchedule, the new StarOffice module with Groupware functionality. A more detailed description of all functions in StarSchedule can be found in the StarOffice Help, where further tips are provided in the Intuitive Solutions section of the User's Guide. Continue reading for a general introduction to working with the Scheduler:

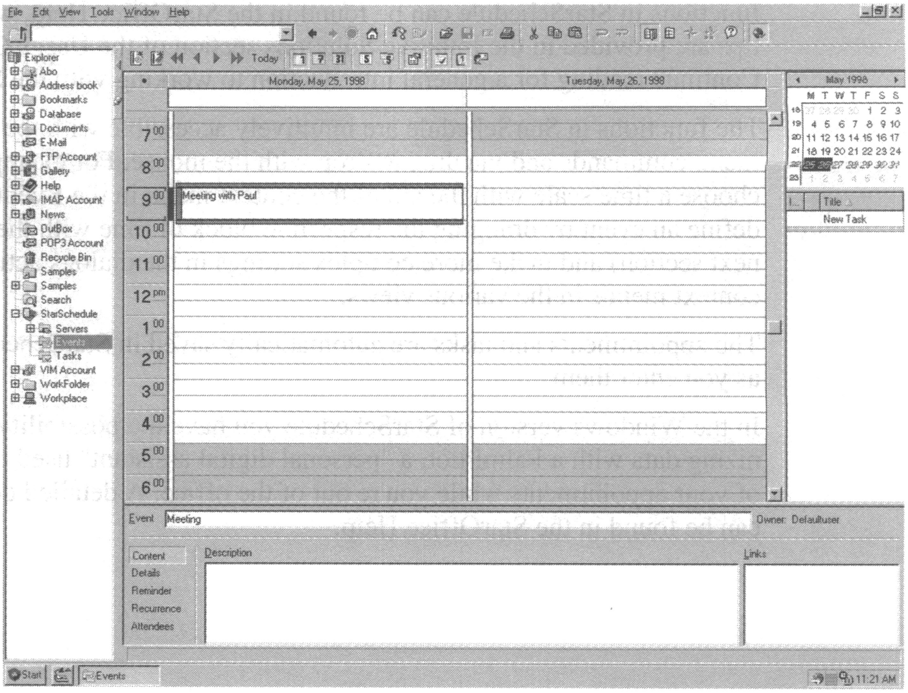
The functions in StarSchedule are intuitively accessible with the context menu commands and via drag & drop with the mouse. For example, you can choose a time scale with the aid of the context menu in the Event overview, define an event by dragging the respective block of time with the mouse (see next section) and make more complex settings in the dialogs activated by the context menus in the various views.

The appointments and tasks are automatically saved in StarSchedule as soon as you enter them.

In the Windows version of StarSchedule you have the possibility of synchronizing data with a PalmPilot, a "personal digital assistant" used to keep track of your appointments while you're out of the office. A detailed description can be found in the StarOffice Help.

Scheduling your Tasks in StarSchedule

☐ Activate StarSchedule by double-clicking EVENTS under the STARSCHEDULE entry in the Explorer. The main page of StarSchedule appears.


File
Edit
View
Tools
Window
Help
Explorer
Abo
Address book
Bookmarks
Database
Documents
E-Mail
FTP Account
Gallery
Help
IMAP Account
News
OutBox
POP3 Account
Recycle Bin
Samples
Samples
Search
StarSchedule
Servers
Events
Tasks
VIM Account
WorkFolder
Workplace
Today
Monday, May 25, 1998
Tuesday, May 26, 1998
7 00
8 00
9 00
10 00
11 00
12 pm
1 00
2 00
3 00
4 00
5 00
6 00
Meeting with Paul
May 1998
M T W T F S S
Title
New Task
Content
Details
Reminder
Recurrence
Attendees
Description
Links
Start
Events
11:21 AM

Event: Meeting

Owner: Defaultuser

In the default setting, an overview of appointments for the current date appear. To the right, a monthly calendar and task list is displayed. Use the icons in the Object bar or the commands in the VIEW menu to view your appointments, tasks, or the calendar. The division of the three main areas can be adjusted by dragging the separator with your mouse.

You can save your personal settings at any time and reload them again later. This allows you to use various layouts, filter settings and styles. Details about the views, styles and filters are described in the StarSchedule chapter in the Intuitive Solutions section of the User's Guide.

☐ You can easily enter a new appointment with the mouse.

☐ On the Event overview, click at the time you want to set an appointment and then drag to the time you expect it to end. The time period will be highlighted.

❐ Now, enter the text to be displayed for the new appointment. To end the text input mode, click anywhere outside of the appointment block.

● Instead of entering text, you can also click on the icon with the dot at the top left. This defines the current selection in the Event overview as an appointment, or respectively, clears the appointment (as long as no text has been entered).

How to Edit an Appointment

❐ To move an appointment to a different time, simply drag it to the desired position in the appointment overview.

❐ To copy an appointment, drag it to the desired position while pressing the (Ctrl) key. A plus sign next to the mouse pointer indicates that the appointment will be copied when you release the mouse button.

❐ To modify the starting or ending time for an appointment, use the mouse to shift the upper or lower border.

❐ If you want to move an appointment independigly from the selected time scale, drag it with the mouse while pressing down the (Alt) key. Depending on the moved appoints position, the help tip then shows the corresponding time with the appropriate duration highlighted. The unused time stays in white background.

❐ You can enter events even in the monthly view (icon "31"). After double-clicking on a day, enter an event text. When you're done, simply drag the event with the mouse to the new starting time (into the left part of the event) and drag its ending time (into the right part of the event) to change the duration. While keeping the (Alt) key pressed you can drag to the 5-minutes grid.

❐ To delete an appointment, open the context menu and select the DELETE command.

❐ If you prefer to use the keyboard to switch between appointments, simply press the (Tab) key. The next appointment will be selected and you can directly enter your text. Press (Esc) to exit the text input mode. If you now press (Del), the appointment will be deleted.

❐ Enter an event of a day with no starting and ending times as DAY EVENT. To do this, set the cursor to the top in the event overview of the day and simply write a text as if it were a single event.

For a day event, as for other events, a colored bar at the left of the Event area marks the hours corresponding to the event or appointment. The colors differ depending on the setting under Details - Show Time as.... Thus, you always have an overview of your appointments and can see at a glance how much free time you still have...

Each event has a colored bar on its left margin. The color indicates a particular category of the event (work, leisure time, hobby, social events, and so on). You can define your own categories and the assigned colors just as you like.

How Days and Weeks Appear in the Event Window

Use the icons in the Object bar to display an entire week, a work week, or a month in the appointment overview.

You can enter, drag and copy events in all views. Aim at what you want to reach: a 30-minute single event would best be entered by dragging it into the day view, while a vacation lasting for several weeks would be best into a month view.

To go to another day, week or month you can use the symbols in the Object Bar or simply click on the calendar.

- In the single day view you can distinguish between the "working hours" and the "leisure time" by the colors. StarSchedule remembers the setting you have made for a week and/or weeks. For example, mark in the month view (click on icon with a "7") for monday the hours you work and select Background -Mark as Working Hours in the context menu. Also mark for the remaining working days the working hours.
- Click the Workweek view icon with a "5". In the context menu of this view you can use the command Workweek. In the relative dialog you can select the days which do not belong to the workweek. Eventually, the desired days are displayed. The adjacent Multiple Workweeks icon shows all weeks which you can mark together. You can view, e.g. , four weeks at once by marking four weeks contemporary in the calendar (click pressing the (Ctrl) key). To reduce the number of the weeks to select, click pressing the (Shift) and (Ctrl) keys.

Define the properties for each appointment by clicking the Details icon in the Object bar. At the bottom of the window, you can choose to sound an alarm before an appointment, define whether the appointment is a recurring event, and much more. These options are also described in more detail in the Intuitive Use section of the User's Guide.

In StarSchedule - as in the rest of StarOffice - the quickest way to get things done is usually via the intuitive context menus, or by using drag & drop.

Drag & drop in the Event window

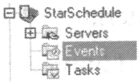
The following examples illustrate the "intuitive use" via drag & drop:

- If you have come across an e-mail or news posting which is relevant for an appointment or event, you can simply drag the message from the mail document to the StarSchedule button in the task bar keeping the mouse button pressed, wait a second until StarSchedule pops up. Then drag the message to the defined appointment and release the mouse button. In the appointment details under Contents - Links you will find a copy of the message.
- If you want to keep track of who you're meeting or the people who are involved in a certain event, open the address book in StarOffice (with the icon in the Object bar), select the respective record and drag it to the appointment or event. The first and last name of each person will automatically be displayed in the appointment details under Participants.
- If you want to assign a specific event to a task in the task window (see next paragraph), i.e., if you want to transform a task in an event with start and end times, you can do this by simply dragging the task from the task area into the event area. In this way, it will be copied there as event. By dragging the upper and lower margin you can correct the start and end times (as usual by pressing the (Alt) key also in the 5-minutes grid). In the field Links of the event details you can find a link to the task. With a double -click you can see the detail area of the task with all your entries.

Organizing Tasks in StarSchedule

Youcan keep track of all your tasks in the StarSchedule task window.

The task window is displayed in the Event overview at the lower right. You can drag the separator with your mouse to enlarge or reduce the window.



If you only need to view and edit your tasks, you can also double-click "Task View" under the StarSchedule entry in the Explorer. In this case, the task window takes up the whole screen.

All tasks can be arranged according to category, due date, priority level or other criteria.

❒ Click in the <New Task> line at the top of the task window.

❒ Enter your text to describe the task.

❒ Once the task has been completed, click the check box next to the entry. A check mark indicates that the task is done, and the current date appers as the "completion date."

View options in the task window

You can set the display in the task window to show only unfinished tasks. In this case, when you check the "finished" box, the task disappears from view.

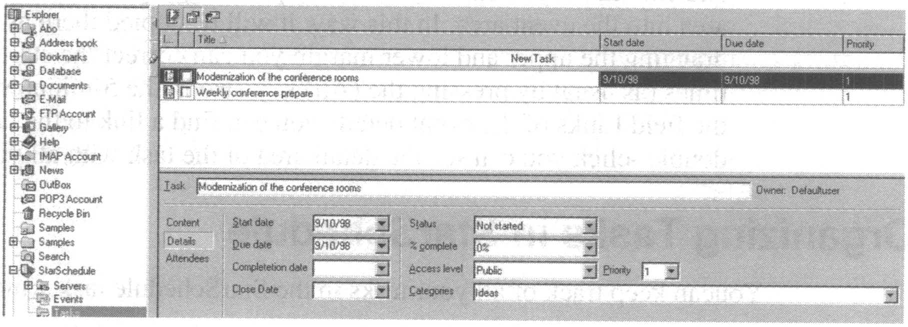
❒ Use the context menu to set the display for the task window.

Details section for tasks

You can enter further details for each task, as well.

❒ Select the task in the task window.

❒ Click the Details icon in the Object bar.


Explorer
Abo
Address book
Bookmarks
Database
Documents
E-Mail
FTP Account
Gallery
Help
IMAP Account
News
OutBox
POP3 Account
Recycle Bin
Samples
Samples
Search
StarSchedule
Servers
Events
Content
Details
Attendees

I...		Title	Start date	Due date	Priority
		New Task			
	☐	Modernization of the conference rooms	9/10/98	9/10/98	1
	☐	Weekly conference prepare			1

Task: Modernization of the conference rooms
Owner: Defaultuser
Start date: 9/10/98
Due date: 9/10/98
Completion date:
Close Date:
Status: Not started
% complete: 0%
Access level: Public
Priority: 1
Categories: Ideas

In the task details you can enter a start date and due date, the percentage already completed, and the current status of the task. You can also sort and group tasks in the task window according to these criteria.

The context menu in the task window offers several additional commands to set the display or define properties for the current task. Depending on whether you open the context menu in a task, in a column header or in a blank area different commands will appear. All context menu commands are described in detail in the StarOffice help.

Working with StarBase

StarBase is the relational database in StarOffice. A detailed description of all StarBase functions can be found in the StarOffice Help. The following provides a brief introduction to working with the predefined database in StarOffice Address Book. You will also learn how to create a new database, record a new table, and design a form. First, here is an overview of the database terms:

StarBase: Glossary

In StarBase, several common terms are used when working with relational databases:

Term	Description
Database	The total of all tables containing your data. Appears as a folder in the file system.
Table	Summary of a number of records with the identical structure. Appears as a file within the above mentioned folder.
Record	All information that comprises a record is displayed in a single row of a table.
Field	Every record can consist of several fields. All records in a table have the same field structure (same amount, identical field type and in the same order). Fields are displayed as columns in a table.
Form	View of an entire or partial table. Generally, a form shows only one record at a time.
Query	View of an entire or partial table. Usually a query in tabular form displays several records, which can also be filtered according to certain criteria.
Report	A report is a view of an entire or partial table, which can also be ordered by category, for example.

StarBase supports a variety of database formats. In addition to a custom relational database format, "StarBase", it also supports dBase and ODBC (Open Database Connectivity) as well as other databases (at time of printing only under Windows). Relational links to tables are supported in ODBC and StarBase format.

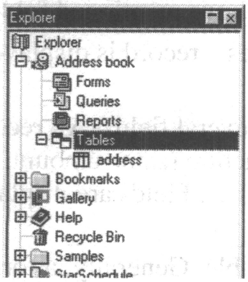
Address Book Used as a Database

The address book is the ready to use database in StarOffice prepared in the StarBase format.

Editing the address book as a database table

In order to ease your work with the address book Address Book dialog is provided. Activate the dialog using Edit - Address Book. You can find detailed information about controlling the address data with the aid of this dialog in the StarOffice help.

For a greater flexibility with address or contact data you can also use the extended possibilities provided with "ordinary" database forms, reports and queries. The only decision to make prior to doing so is whether you wish to use the Address Book dialog or not. In order to use this dialog the same structure of database is necessary. If you modify the structure, e.g., by inserting or renaming a field of this table, the address table can only be used as an "ordinary" database table.



You can add new records to the address book in both the normal table view and the Address Book dialog. Make sure not to modify the field definitions unintentionally. However you can modify the address book contents in the same way as other database tables

- Click the plus sign near the Address Book in the Explorer to see the entries for forms, queries, reports tables in alphabetic order.
- Click the plus sign near the Table entry to display all the tables contained in the Address Book database. By default, only the addresses table is contained.
- Double-click the table name to display the table contents in the document window.

> For your own security, all StarBase tables are write-protected by default. This provides a faster data access in the network and prevents you from modifying data unintentionally.

- In order to modify your data click the Edit symbol in the Function Bar.
- As soon as you click the Edit icon, an empty record at the end of the table is displayed enabling you to enter a new address. Click in the first field to process the corresponding data and use the Tab key or to move to the next field. Alternatively, you can click in the next field.
- The (address) data is automatically saved when leaving the record or moving to another.
- Use the Delete key to remove a record from the table. Alternatively, you can use the respective context menu option of the row header (in the left most column) of the table.
- You can close the address book using the Close Task option in the context menu of the table's task bar button. Alternatively, you can use the menu File - Close.

Printing the Address Book Contents

Prior to printing a hardcopy of your address book entries, a report has to be created.

Creating a hardcopy of the address book contents

- Open the Address Book by clicking the plus sign near the respective database entry in the Explorer.
- Click the Report entry or activate the respective context menu.
- Select New - Report.
- The Report Autopilot, is activated to assist you in creating a comprehensive report adapted to your needs.
- At the end of the dialogs, a printable report is created and displayed on your screen. Use the File - Print... option to print.

Of course, you do not need to create a new report every time you need it. Once created, you can always use the same report entry in the Explorer window to print an updated address book containing the current data.

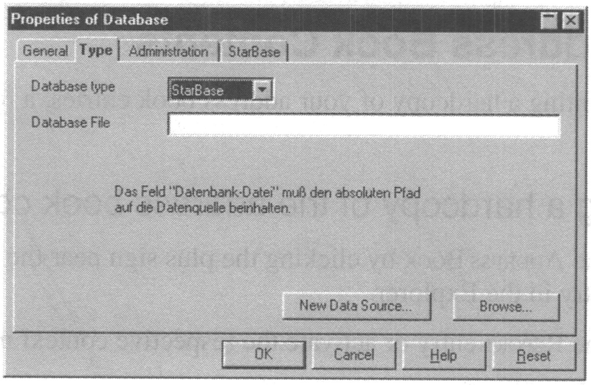
Creating a new Database and Table

A database is represented as one or more tables (database files) in a folder (database). You can do both, create new or modify existing databases as described in the following.

Database Definition in the StarBase File Format

You can benefit from all the relational database functions of StarBase if you create your tables in the StarBase format. Proceed as follows to create a database in StarBase format:

- ☐ In the Explorer, create a new database using the context menu New - Database...
- ☐ Use the text box on the General tab to name the database, e.g., "StarBase Addresses".
- ☐ Click the Type tab and select StarBase from the combo box near Database type. Now you can click the New Data Source... button and specify the name and location for saving the database.



Database type: StarBase

Database File:

Das Feld "Datenbank-Datei" muß den absoluten Pfad auf die Datenquelle beinhalten.

- ☐ Close the dialog with OK.

Now you can find the entry for the new StarBase database. It is now recommended to go directly to the next chapter where you can find information about how to create a new table in an existing database.

How to Create a Database in the dBase Format

At the time this manual was printed, the StarBase database format was not yet implemented for all platforms that StarOffice is available. If you work instead with databases in the dBase format, you should not have any problems at all with your databases on the non-Windows operating systems. A new dBase database is represented in StarBase as a folder which contains one or several files which represent the tables.

First create a folder that will contain the files (tables) contained in your dBase database. You can store the folder in any location on your hard disk or in your network.

❒ If you want to create a new folder, click the plus sign near the Explorer entry "Workplace".

❒ Go to the drive / volume on which you wish to create the new folder.

❒ From the context menu of the respective folder, choose the New - Folder option. A new "Folder" entry is immediately displayed and you can specify a name directly or rename it later using the folder's context menu Rename.

Thus you have only created the folder that will contain the tables that you will create later. You also need the Explorer entry for the database, similar to the Address Book.

❒ Click the Explorer entry of the folder that will contain your entire database hierarchy (database and tables).

For instance, if you have created a folder named "databases", click on this entry to select it. If you create a database now, the respective database will be contained in that selected folder. Normally, you would probably click the (upper most entry in the) Explorer entry thus creating the database in the Explorer folder, similar to the Address Book. The created database is displayed as sub-folder entry in the Explorer window.

❒ In the context menu, select the New - Database... option to activate the Properties of Database dialog.

❒ Here you can specify the name of the database to be displayed in the Explorer, the database type, where it is located (stored) and you can specify the tables that will be visible in the Explorer window.

Immediately after closing the dialog, the new entry is displayed in the explorer.

In the following, we describe how you can create a StarBase table. Refer to the Advanced Tips for StarOffice part of the user's guide for more detailed database and tables related instructions.

Creating a new How to Create a New Table in an existing Database

You can use the "Tables" entry of your database's context menu to create a new table.

- Select the respective database entry in the explorer window.
- Open the database's hierarchy by clicking the plus sign near the database's name. Now the Forms, Reports, Queries and Tables entries are displayed in alphabetic order.
- Click the Tables entry.
- Select the New - Table option from the context menu thus activating another sub-menu.
- Depending on how you wish to continue, choose the Table Design or AutoPilot option.

You can find the description about how to create a table using the Table Design mode in the Advanced Tips for StarOffice chapter. In the following you can find details about creating a table using the AutoPilot.

- If you select the respective option the AutoPilot Tables dialog is started.

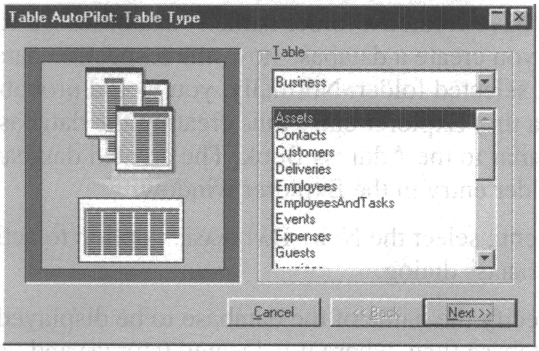


Table AutoPilot: Table Type
Table
Business
Assets
Contacts
Customers
Deliveries
Employees
EmployeesAndTasks
Events
Expenses
Guests
Cancel
<< Back
Next >>

Depending on your selection from the list box, i.e. the chosen table type (Business or Personal), a different number of tables are listed in the lower text box. These tables are just examples that can be adapted to your needs.

❐ For instance you can choose "Business" and in the lower list "Tasks". Now click the Next button to activate the Field Selection dialog.

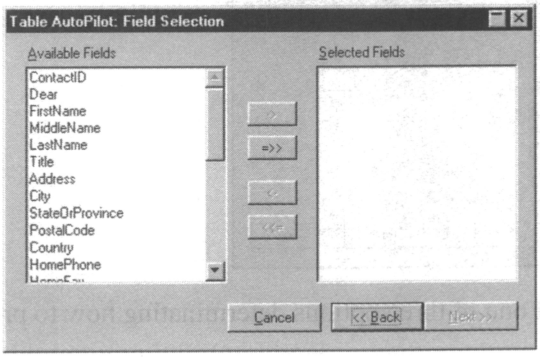


Table AutoPilot: Field Selection
Available Fields
ContactID
Dear
FirstName
MiddleName
LastName
Title
Address
City
StateOrProvince
PostalCode
Country
HomePhone
Selected Fields
>
=>>
<
<<=
Cancel
<< Back
Next >>

The dialog shows the fields that are prepared for your table. Use the arrow buttons in between the two text lists Available fields and Selected fields to select and deselect the fields for your new table.

❐ You can select them individually with the upper most button or apply all fields with the button below. Clicking the Next button brings up the Customization dialog.

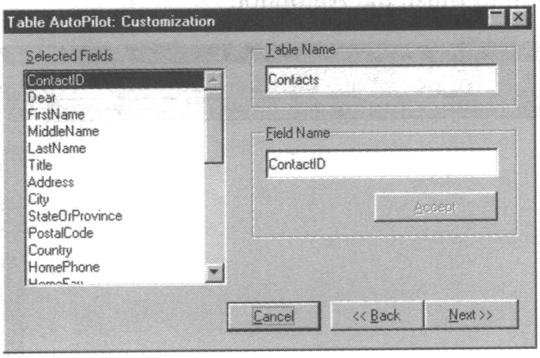


Table AutoPilot: Customization
Selected Fields
ContactID
Dear
FirstName
MiddleName
LastName
Title
Address
City
StateOrProvince
PostalCode
Country
HomePhone
Accept
Cancel
<< Back
Next >>

Table Name: Contacts

Field Name: ContactID

Here you can both alter the name of the new table and the fields selected from the list to the left. Save your changes with the Apply button.

❐ Click the Next button to activate the Create Table dialog.

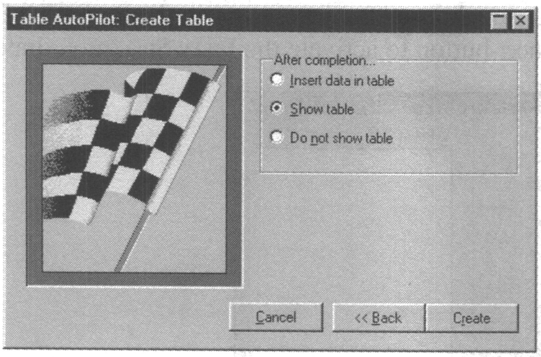


Table AutoPilot: Create Table
Cancel
<< Back
Create

After completion...

○ Insert data in table

● Show table

○ Do not show table

Here you can select one of three options determinating how to proceed with the AutoPilot:

- Insert data in the table - with this option you can process data immediately after the AutoPilot is terminated.
- Show table - the option shows the table in read-only mode. Prior to processing data, you have to click the EDIT icon in the FUNCTION BAR.
- Do not show table - with the option the tables is saved but not displayed.

Use the CREATE button to finish the Autopilot.

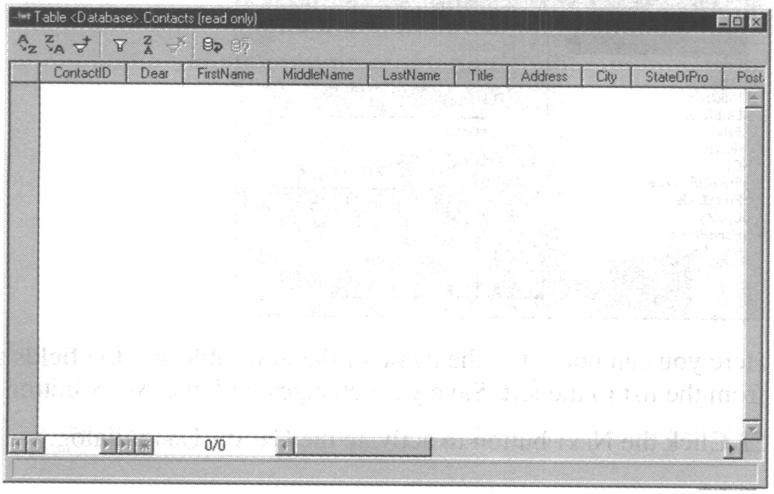


Table <Database>.Contacts (read only)
ContactID
Dear
FirstName
MiddleName
LastName
Title
Address
City
StateOrPro
Post
0/0

Prior to modifying the structure of the created table or changing field names, you should close the window if open. If you want to modify field definitions or change the table structure, use the Table Design context menu option in the Explorer. For a more detailed description of the table design windows refer to the Advanced Tips for StarOffice chapter of this user's guide.

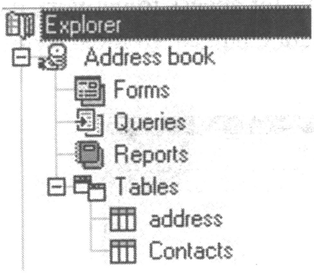
How to process data in the new table

If you have just finished creating a new table following the instructions of the previous sections, the empty table is displayed on your screen. If the table is not opened yet, proceed as follows:

- Open the respective database's entry in the explorer. You can either double-click the database name or click once on the plus sign near the database name.

Now the hierarchical entries for tables, queries, reports and forms are displayed.

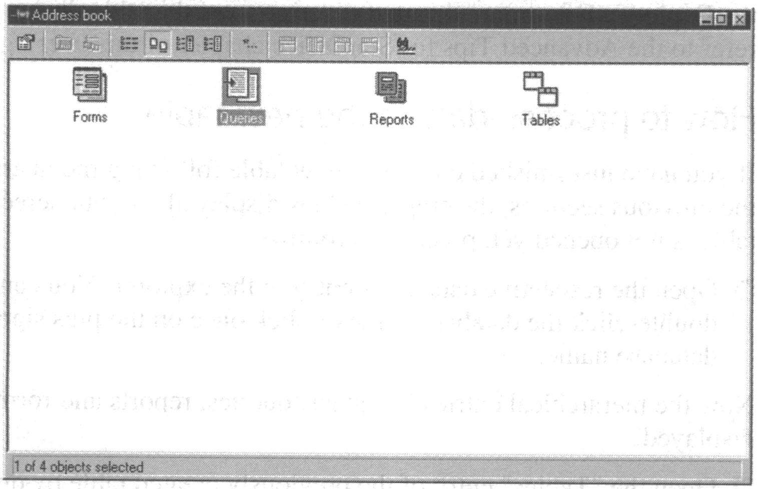
- Open the "Tables" entry of the previously created table by double-clikking the respective name.



In the picture you can find the table set in the "Address Book" database. If you have created your own database and a new table has been generated there, you should open your own database without using the name "Address Book".

If you have opened the database by double-clicking its name, four icons for the database's elements appear in the Desktop window.

- Now you can open the "Tables" entry with a double-click, thus displaying the database's existing table(s).


Address book
Forms
Queries
Reports
Tables
1 of 4 objects selected

If the table you are opening is a StarBase table, it is always opened in read-only mode in order to both provide a faster access to network databases and preventing users from unintentional data changes. In most cases users are only viewing a database's records.

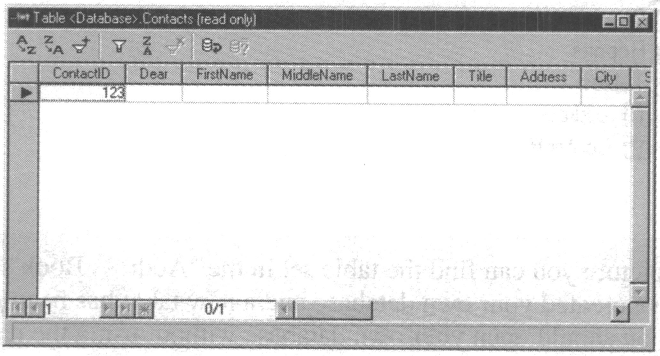


Table <Database>.Contacts (read only)
ContactID
Dear
FirstName
MiddleName
LastName
Title
Address
City
123
1
0/1

If you want to process or delete database records you have to switch to the respective mode by first using the Edit icon in the FUNCTION BAR.

❒ You can now use the mouse to click in the first field and enter data in your first field of the first record of the table.

❒ You can use the "Tab" key to move to the next field. If you use the "Tab" key in the last field you will automatically move to the first field of the next record.

- Use the Save button in the Function Bar if you want to make your changes permanet.

Creating Forms

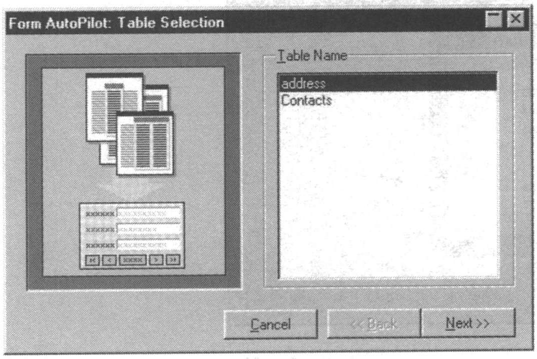
Following is a description of how to create forms intuitively with StarBase.

How to create a new form

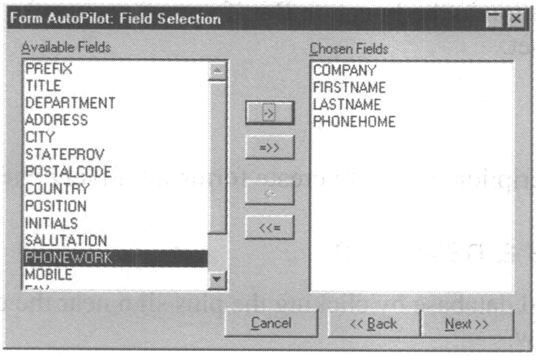
- Open the desired database by clicking the plus sign near the entry in the Explorer window.
- Click once on the Forms entry of the database.
- Use the context menu New - Form option.

Now you can see the New Form dialog, assisting you in creating sophisticated forms. You can find more detailed information in the StarOffice help.

After activating the AutoPilot option, the Table Selection dialog is displayed.



Select the table on which your form will be based. Click the Next button to activate the AutoPilot Field Selection dialog.

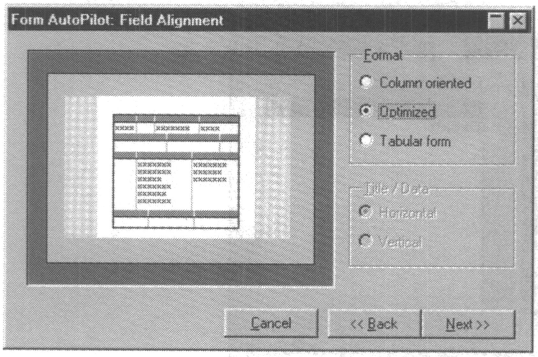

Form AutoPilot: Field Selection
->
=>>
<-
<<=
Cancel
<< Back
Next >>

Available Fields
PREFIX
TITLE
DEPARTMENT
ADDRESS
CITY
STATEPROV
POSTALCODE
COUNTRY
POSITION
INITIALS
SALUTATION
PHONEWORK
MOBILE

Chosen Fields
COMPANY
FIRSTNAME
LASTNAME
PHONEHOME

You can either select all fields at once or select them individually. In the box on the left, you can find all data fields not yet assigned, while on the right you can find all fields already existing in the form. By pressing the four central buttons you can drag the relative selected (or all) fields in all directions.

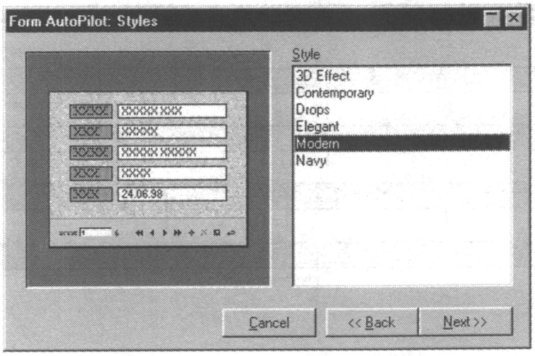
After selecting, click again on NEXT.


Form AutoPilot: Field Alignment
Cancel
<< Back
Next >>

Format
○ Column oriented
● Optimized
○ Tabular form

Title / Data
● Horizontal
○ Vertical

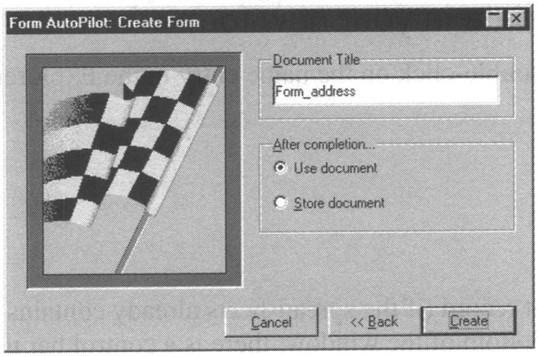
Now you can select among some default alignments of the fields. Click on NEXT.


Form AutoPilot: Styles
Style
3D Effect
Contemporary
Drops
Elegant
Modern
Navy
Cancel
<< Back
Next >>

Style: Modern

You can now select the styles. Styles assign, among other things, a background for the form. Click NEXT.

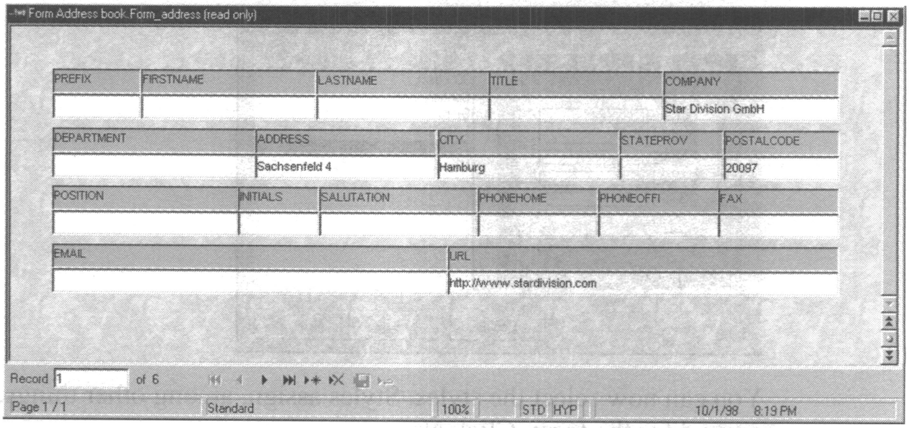
Nearly all questions of the AutoPilot have been answered. As the last step you can enter a name for the completed form. It will be listed with this name in the Explorer under "Forms" and can be started whenever you want.


Form AutoPilot: Create Form
Cancel
<< Back
Create

Document Title: Form_address

After completion...
● Use document
○ Store document

Click the CREATE button. After a few minutes you can see the completed form as text document on your screen.



Form Address book.Form_address (read only)

PREFIX	FIRSTNAME	LASTNAME	TITLE	COMPANY
				Star Division GmbH

DEPARTMENT	ADDRESS	CITY	STATEPROV	POSTALCODE
	Sachsenfeld 4	Hamburg		20097

POSITION	INITIALS	SALUTATION	PHONEHOME	PHONEOFFI	FAX

EMAIL	URL
	http://www.stardivision.com

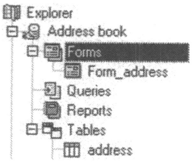
Record 1 of 6

Page 1 / 1 Standard 100% STD HYP 10/1/98 8:19 PM

On the bottom of the form's page of you can see a bar with control buttons to browse the records. If you want to append new records, you should first close the just created form mask and then start it again.

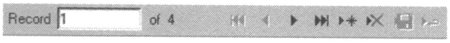
How to insert data in your new form

To open the form, double-click on the name entry in the Explorer.



- Explorer
  - Address book
    - Forms
      - Form_address
    - Queries
    - Reports
    - Tables
      - address

You can see the first record (if the spreadsheets already contains records) of your form. On the bottom of the window, there is a control bar to navigate through the records. With the arrow symbols forward and backwards, you can see every single record. If you want to go directly to a particular record number, then simply enter this number in the text field on the left.



Record 1 of 4

In this bar on the right, you can find symbols to enter a new Record, delete the current record, save your changes and undo the last change.

In order to enter a new record, click the New Record symbol. The input fields in the form appear either empty or filled with default values. Click in a field and enter the data. You can use the (Tab) key or the Enter key you move to the next field. Click again on the New Record symbol if you have completed the input and you want to append another record.

> Each new or modified record is automatically saved when you go to another record. If you have modified a record and you next close the form, the changes will not be saved unless you click the Save Record symbol.

Information concerning the programming of forms with StarBasic for advanced StarBasic users can be found in the StarOffice Help. Advanced tips to complete the StarWriter and StarCalc documents with interactive form objects can be found in Advanced Tips for StarOffice of the user's guide.

Creating Reports

In the following you will see how you can intuitively create a report with StarBase.

How to Create a New Report

☐ Open the desired database in the Explorer by clicking the plus sign on the left of your name. Open, e.g., the Address Book.

☐ Click once on Reports.

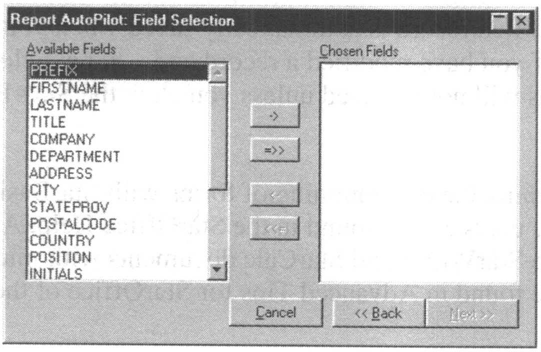
☐ Open the context menu and select in the menu New - Report.

After the selection of the command, you can see the Report AutoPilot which will assist you while creating a report.

You can also start the AutoPilot through the menu File. At the beginning, in the first AutoPilot dialog, you should select a database and a table.

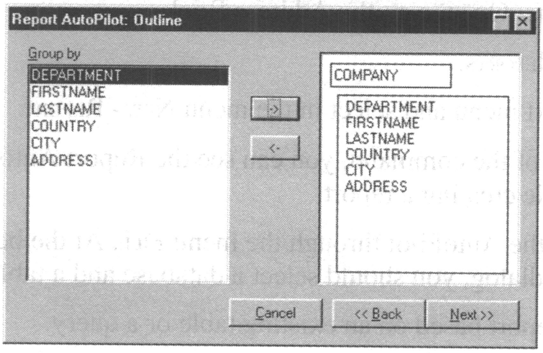
You can create a report based on an existing table or a query.

Select, e.g., a record concerning your address table.(In the user's guide you create a report concerning a query). The report will include any selected fields of the table.


Report AutoPilot: Field Selection
Available Fields
PREFIX
FIRSTNAME
LASTNAME
TITLE
COMPANY
DEPARTMENT
ADDRESS
CITY
STATEPROV
POSTALCODE
COUNTRY
POSITION
INITIALS
Chosen Fields
->
=>>
Cancel
<< Back
Next >>

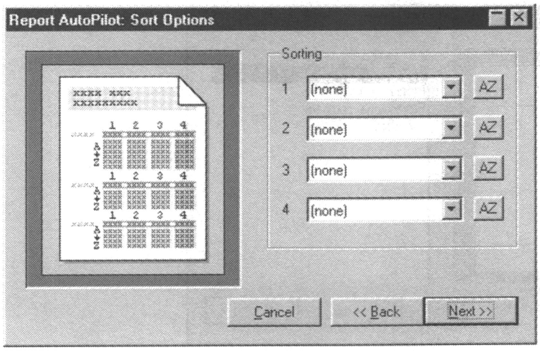
In the dialog Field Selection of the AutoPilot you can select the fields you want to see in the report. While in the left list box you can see all fields of the table which have not yet been assigned, in the right list box you can find all fields which have already been included in the report.

- Use the buttons in the middle situated between the two list boxes to drag the selected or all entries in all directions. Click on Next if all fields you want in the report are situated on the right list box.


Report AutoPilot: Outline
Group by
DEPARTMENT
FIRSTNAME
LASTNAME
COUNTRY
CITY
ADDRESS
->
<-
COMPANY
DEPARTMENT
FIRSTNAME
LASTNAME
COUNTRY
CITY
ADDRESS
Cancel
<< Back
Next >>

Now, you can see the dialog Outline where you can choose which data field the report should be grouped.

- Select the data field by which the report should be grouped and click on the button with the right arrow.
- You can group by other data fields. This outline will take place only if the records match the first outline field but not the second.
- With the second button from top, i.e. with the left arrow, you can undo the last grouping.
- Click on Next. You can see the dialog Sort Options.



Report AutoPilot: Sort Options

Sorting

1 (none)

2 (none)

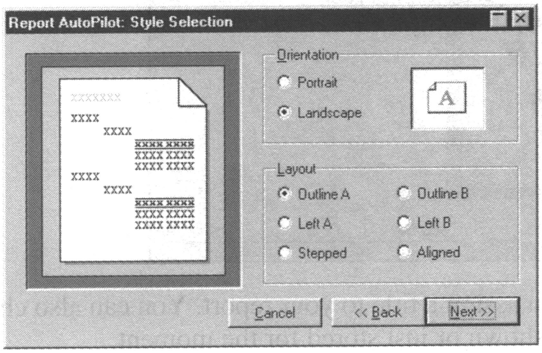
3 (none)

4 (none)

Here you can choose the data field by which the contents of the report should be sorted. The grouping set in the previous dialog has prior rank over the sorting.

❐ Select the data fields which define the grouping. By pressing the button AZ you can select another sort direction.

❐ Click on Next. You can see the dialog Style Selection.



Report AutoPilot: Style Selection

Orientation

○ Portrait

● Landscape

Layout

● Outline A

○ Outline B

○ Left A

○ Left B

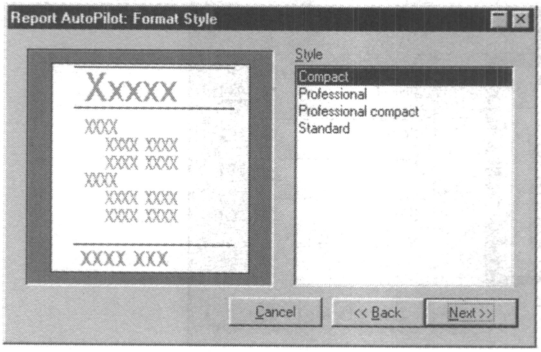
○ Stepped

○ Aligned

❐ First choose between the portrait or landscape print format. Since all data fields are arranged side by side, the landscape format is gnerally prefered.

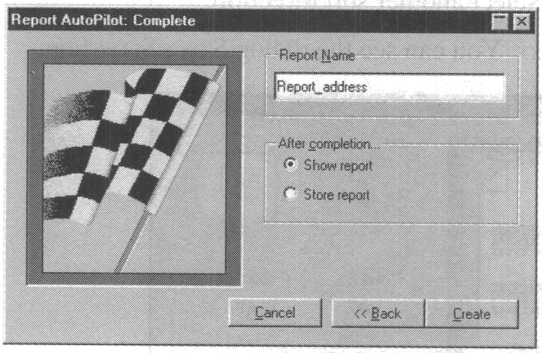
❐ In the area Layout you can choose among a variety of default settings. If you click on one option, you will obtain a preview of the layout.

❐ Click on Next. The dialog Format Style will be displayed.


Report AutoPilot: Format Style
Xxxxx
XXXX
XXXX XXXX
XXXX XXXX
XXXX
XXXX XXXX
XXXX XXXX
XXXX XXX
Cancel
<< Back
Next >>

Style
Compact
Professional
Professional compact
Standard

- Also in this dialog you can choose among a variety of default settings to optically style the report. If you click on one of the styles situated in the right list box, a style preview will be displayed.
- Click on NEXT. You will see the last dialog CREATE.

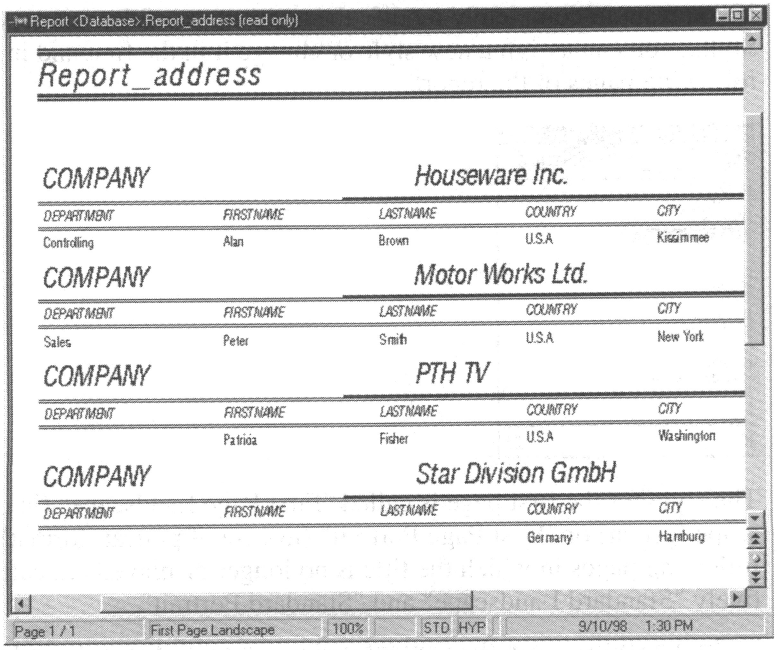

Report AutoPilot: Complete
Cancel
<< Back
Create

Report Name
Report_address

After completion...
● Show report
○ Store report

- Here you can assign a title to your report. You can also choose to have your report shown or just stored for the moment.
- Click on CREATE.

After the last dialog, it will take a few minutes before the report created can be displayed.


Report <Database>.Report_address (read only)
Page 1 / 1
First Page Landscape
100%
STD
HYP
9/10/98 1:30 PM

Report_address

COMPANY Houseware Inc.

DEPARTMENT	FIRSTNAME	LASTNAME	COUNTRY	CITY
Controlling	Alan	Brown	U.S.A	Kissimmee

COMPANY Motor Works Ltd.

DEPARTMENT	FIRSTNAME	LASTNAME	COUNTRY	CITY
Sales	Peter	Smith	U.S.A	New York

COMPANY PTH TV

DEPARTMENT	FIRSTNAME	LASTNAME	COUNTRY	CITY
	Patricia	Fisher	U.S.A	Washington

COMPANY Star Division GmbH

DEPARTMENT	FIRSTNAME	LASTNAME	COUNTRY	CITY
			Germany	Hamburg

How to edit an already existing report

To edit a completed report, select the Report Design command in the context menu of the Explorer. You can then modify various formatting attributes, such as the font styles or background colors in the table.

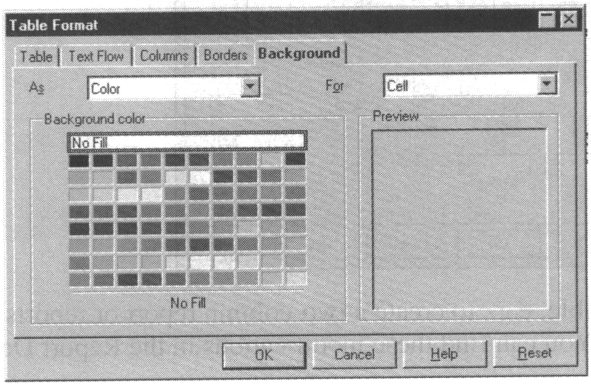


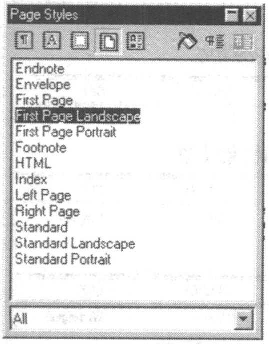
Table Format
Table
Text Flow
Columns
Borders
Background
Background color
No Fill
No Fill
Preview
OK
Cancel
Help
Reset

As: Color

For: Cell

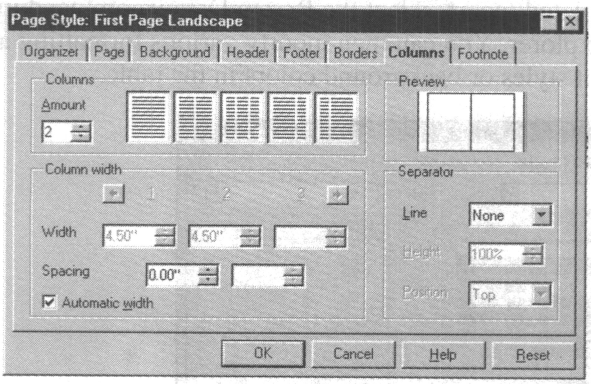
Simply select the respective cell and open the context menu to access commands for modifying the appearance of the cell. When you're done, click the Save icon in the Function bar.

If you want to completely modify the appearance of the report, with the Stylist you can assign a new style or change it in the first and in the following pages of the report.


Page Styles
Endnote
Envelope
First Page
First Page Landscape
First Page Portrait
Footnote
HTML
Index
Left Page
Right Page
Standard
Standard Landscape
Standard Portrait
All

The style for the first page is called "First Page Landscape" (in case of landscape format) or "First Page Portrait" (in case of portrait format). The following pages in which the title is no longer displayed are called respectively "Standard Landscape" and "Standard Portrait".

❒ In the stylist, open the context menu to modify the style and select the command MODIFY. In the dialog displayed, you can set the properties of the page style.


Page Style: First Page Landscape
Organizer
Page
Background
Header
Footer
Borders
Columns
Footnote
Columns
Column width
Preview
Separator
1
2
3
OK
Cancel
Help
Reset

Amount: 2

Width: 4.50" 4.50"

Spacing: 0.00"

☑ Automatic width

Line: None

Height: 100%

Position: Top

Here it is possible, e.g., to create a two-column report or reports with colored backgrounds. You can find these modifications in the Report Design mode.

You can save an unlimited number of reports, and access each one simply by double-clicking the name of the report. The report is automatically updated with the current values of the data fields.

Here, the User's Guide ends. However, it only describes a very small part of what StarOffice can do for you.

Now, make YOUR ideas work! Enjoy exploring all the functionality that you can still discover. We are always open for suggestions or ideas to make both the User's Guide and our products better. We hope you enjoy working with your StarOffice!

Your Star Division Team.

Index

3-D chart 116

A

Absolute Addressing 89
active newsgroups 39
active window 7
Adapting the Start Menu 21
Address Book 8, 31
address database 103
Advantages of the Stylist 55
aids 68
Aligning Objects 122
align text to a freeform line 79
ambient light 116
animated GIF image 36
animated text 75
Appending Additional Sheets 83
apply a style to text 54
Area Names 91
arithmetic pattern 95
Arrange 122
asterisk 46
Attribute Lists 137
attributes 96
Attributes 66
Auto Calculate 87
AutoCorrect 69
AutoFilter 107f.
AutoFormat 98
AutoFormat for Sheets 97
Automatic *bold* 70
Automatic Addressing 91
automatically replaceable words 71
Automatic Calculation of Series 95
automatic hyphenation 63
AutoPilot 21, 68
Auto Spellcheck 62
AutoText 71

B

Background Color 75, 139
Background Mode 120, 139
background picture 110
basic arithmetic 88
basic arithmetic operations 86
Beamer 9, 28
Bézier curves 125
bitmap graphics 20
Bitmap Pattern 138
bitmaps 137
bold formatting 50
bookmark folder 35
bookmarks 8
Bookmarks 35
Borders 77
breaks 63
Brochure 145
budget 108
business correspondence 68

C

calculating formulas 21
calculation 88
capital letter 71
cell 81
cell A1 82
Cell Attributes 111
cell contents 84
cell style 96
chapters and subchapters 58
character spacing 56
chart 114
Chart 20
Chart Data 116
CMYK 133
CMYK color model 135
Codepage 437 102
Color Bar 132
color filter 116

color gradients 135
Color Gradients 135
color palette 134
Color Palettes, Color Gradients and Hatches 134
color sample 133
column header 82
combination diagram 116
Combining Objects 131
complete address 100
configure the user interface 27
Configuring the Interface 27
contents of the Explorer 10
context menu 11, 63
context menu of a text frame 74
control keys 11
control points 126
copying a formula 90
copyright symbol 71
corner point 125
create a document template 54
Create Style 53
Creating a Formula 21
Creating a Letter Template with the AutoPilot 68
creating new documents 21
Creating Records in a Spreadsheet 104
Creating Slides for a Simple Presentation 141
Creating Structured Spreadsheets 109
cross-reference 13
Current Selection Only 66
cursor 43
cursor keys 43
Curves & Polygons 127
Custom Color Gradients 136
Custom Colors 132
Customized Document Template 69
custom lists 95
custom quotes 70
Custom Styles 53

D

Database 19, 31
Database in the dBase Format 159
database tables 32
Data in Columns 115
dates and times 87
dBase database 32
default fonts 56
default number format 96
default template 17
Defining a Data Area 104f.
Desktop 7, 10, 28
Desktop icon 10, 15
dictionary 62
Direct Cursor 45
Displaying and Hiding the Explorer, Beamer etc. 23
divider in the toolbar 27
Docking Windows 23
Document Windows 7
drag & drop 11
Drag & Drop 31
Drag & drop in the task bar 24
Drawing 19
Drawing All Kinds of Curves 124
Drawing Sectors and Segments 123
Drawing View 120
Draw Objects as Frames 74
Duplicating an Object 128

E

Editing a Curve 126
Editing an Image 20
Editing the address book as a database table 156
Edit Points 126
EFFECTIVE 88
Ellipses 123
ellipses and arcs 124
e-mail 19

e-mail accounts 37
E-mail Message 19
Enlarging and Reducing Docked Windows 24
Entering New Text 43
Enter key 43
error indicators 116
examples of StarCalc formulas 88
exchange files with an FTP server 41
Exchanging Data with the Clipboard 147
expanded 56
Explorer 8, 28
Explorer Entries 29
Explorer folder 30
Explorer hierarchy 30
Export 146
Exporting a Presentation to a File 146
exporting to a file 146
Extended Tips 49

F

Fill Format Mode 55
filter 104
Filtering Data 107
floating toolbars 73
Floating Toolbars 25
floating toolbars in the Main toolbar 26
floating window 23
fonts 47
font size 97
Font Weight 67
FontWork 78
format of numbers 96
Formatting 50
Formatting a Table in Text Documents 112
Formatting Borders and Backgrounds for Cells and Pages 111
Formatting Cells and Sheets 97
Formatting Numbers 96
Formatting Numbers in a Spreadsheet 111
Formatting Text in a Spreadsheet 111
Forms 32
Formula bar 82
formula editor 21
frame 20
frame for text 74
From Template 21
FTP Servers 40
Function AutoPilot 89
Function Bar 6

G

Gallery 8, 36
Gallery CD 36
Gradient 75
graphics 111
group 130
Grouping Objects 131
Growth 95

H

hardcopy of the address book contents 157
hard format 50
hatches 135
Hatches and Bitmaps 137
help tips 49
Help - Tips 49
hierarchy levels 58
Horizontal Line 77
How to Create a Custom Document Template on the Desktop 57
How to Create a Document Template 54
How to create a new Desktop 15
How to create a new form 165
How to Create a New Report 169
How to Create a New Table in an existing Database 160
How to Create a New Text or Paragraph Style 53
How to Draw Lines in Text 77
How to exclude text from spellchecking 63

How to Import an Existing Database into a Sheet 101
How to include a new icon in the Function bar 27
How to Rotate Text 78
How to Subscribe and Mark Folders and Files 34
HTML Document 19
HTML export file format 146
hyperlinks 60
hyphenation 63

I

icons in the Main toolbar 26
icons on the desktop 11
ImageMap 20
Importing Selected Records into a Sheet 103
importing text 70
input line 82
Inserting Tables in Text Documents 111
Inserting Text 44
Insert mode 44
Internet newsgroups 19
Internet provider 37
intersection 131

J

jump to specific pages 59

L

Layer Mode 120
layout 109
light source 116
Line 76
line style 130
link 13, 21, 35
Load Gradient List 137
Loading and Saving Color Palettes 134
logarithmic display of axes 116

M

mail protocols 37
mail server 37
Managing Events and Tasks 21
Master Document 20
Match Case 65
mathematical formula 81
Menu Bar 5
Merge Cells 112
Modification to a Style 55
modify the size 121
Morphing between Two Objects 129
mouse positioning 16
Move, Copy or Link 11
Moving among objects in text 59
moving and copying 14
multimedia objects 36
multiple selection 64
multiple sheets 99
Multiple Sheets 83

N

Navigation button 59
Navigation buttons 60
Navigation toolbar 60
Navigator 58
New 17
New folder 21f.
New Link 22
New menu 21
newsgroups 39
news server 38
New Style by Example 53f.
next style 43
Note 89
NOW 87
number formats 96

O

Object Groups 130

Online Mode 37
open a document 46
Open as Template 57
Opening a Database File in StarCalc 102
opening a document 16
Opening a Text Document 17
Option bar 126
Order of Objects 122
Organizing Document Templates on the Desktop 57
Organizing Tasks in StarSchedule 153
Outline mode 60
Overwrite mode 44

P

page number 59
Page View 48
paragraph style 43
Paragraph Styles 52
patterns 135
Pin 23
pivot point 121
pixel graphics 119
position 74
Preparing Tables in Text Documents 111
presentation 141
Presentation 19
print a document 47
printer driver 47
Printing a Presentation Slide 144
Printing Brochures 48
printing service 145
Printing Several Pages to a Sheet 47
print to a file 47
Print to File 145

Q

Queries 32
Quick Formatting of Multiple Paragraphs 55
quotation marks 87

R

recycling bin 8
redisplay the screen 122
references 88
references in formulas 93
regression curves 116
Regular Expressions 65
Relative Addressing 89
Reminder 60
Rename 83
Renaming a Sheet 83
Report Design 173
Reports 32
return address 69
Reverse 122
reverse order 48
RGB 133
root 30
rotate 129
Rotate 129
rotate the object by dragging 121
ROUND 88
row header 82

S

save 46
Save Gradient List 137
Scale 48
scale for the screen display 16
screen display 18
Search for Specific Formats 67
Search for Styles 66
Search function 64
Searching Backward 65
Searching for a Word in Text 64
Searching Only for Whole Words 65
sectors 123
segments 123

selecting multiple sheets 100
select the area 44
Setting up and Managing Projects 12
sheet 81
Show-Hide Slide 143
Showing a Presentation 144
Similarity Search 67
sizing handles 74, 121, 126
slant text 73
Slide Mode 120
Slide Show Effects 144
Slide Sort View 143
Soft formatting 50
Sort 106
Sorting a Database 106
sound file 36
spellcheck 45, 62
Split Cells 112
spreadsheet 81
Spreadsheet 18
spreadsheet program 81
standard dictionary 62
Standard Filter 107
Standard Template 56
StarDiscussion 38
StarMail 37
StarMath 21
StarOffice Look 15
StarSchedule 37
Start button 17
Start icon 10
Starting the Spellcheck 63
status bar 84
Store document contents locally 35
style 50
Styles in StarOffice 51
Styles in the Stylist 51
style types 53
Stylist 51
subscribe 39
subtotal 108
Subtotal 108
SUM 88
sum of all selected cells 84

T

Table 112
table background 112
tables 98
Tables 32
Tables in Text Documents 99
Task Bar 9
Tasks in StarSchedule 150
template 21
Templates 21
Text Blocks with AutoText 71
Text Formats (Search) 67
Text Frame 73
text frames 74
Text object bar 50, 54
Text Styles 52
text wrap 113
Themes 36
transparent 131
triple click 44
type of curve point 127
typing errors 43, 71
Typing Errors 45

U

underlined in red 62
Undo 123
undo the last action 52
Update Style 56
User Data 69
Using AutoCorrect and AutoFormat 69
Using Custom Lists 95

V

Value Highlighting 84
vector graphics 119

Vector Graphics and Pixel Graphics 119

W

wavy underlines 62
web document 48
wildcards 65
Working with Links 13
Working with StarDesktop 11
Workplace 33
Wrap 74

X

XY chart 116

STARDIVISION

Make YOUR ideas work!